

CONFIDENTIAL

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HDM-DRAFT

27 June 1950

MEMORANDUM FOR: _____

FROM : Management Officer
SUBJECT : Draft of Administrative Instruction re Reports
of Changes in Personnel Status

1. There is reproduced below a draft of a proposed Administrative Instruction concerning the reporting of changes in Personnel Status.

2. This instruction is intended to simplify and coordinate the system of reporting and disseminating this type of information. It will eliminate the use of Forms No. 37-3 and 38-17 and the special telephone Directory list which are required under existing regulations. Under the proposed system a bi-weekly report will be submitted to the Machine Methods Division, OCD where it will be punched on to IBM cards. Machine listings will be disseminated from this Division to authorized recipients, including Personnel, Fiscal, I&SS and the Telephone Information Desk.

3. Request that you forward your concurrence or comments on the attached sheet to this office by 10 July 1950.

[REDACTED]

25X1A

ADMINISTRATIVE INSTRUCTION
NO:

25X1A

SUBJECT: Report of Change

1. Reporting of All Vouchered Personnel

In order to establish current and accurate records concerning the status and location of Agency personnel by machine methods all Assistant Directors and Staff Chiefs are directed to forward the following information concerning all voucherized personnel in their respective offices to the Machine Methods Division, OCD.

- a. Full Name
- b. Building & Room Number
- c. CIA Telephone Extension (Checking those names to be included in the CIA Telephone Directory)

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2. Bi-weekly Reports

Form Number 36- (--) will be submitted each two weeks on the same date as the Bi-weekly Time & Attendance Report, to the Machine Methods Division, OCD. This form is to list all changes that have taken place during the previous two weeks. Negative reports shall be submitted when no changes have occurred.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

[REDACTED]
Acting Executive

25X1A

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Form No. 36-
Edition July 1950

BIWEEKLY REPORT OF PERSONNEL DATA

This form is to be filled out on same date as the biweekly Time and Attendance Report, and forwarded to the Machine Methods Division, OCD, M Building.

EFFECTIVE DATE: OFFICE: DIVISION:
(Optional)

CIA ROOM & TELEPHONE NUMBER CHANGES

ADD FOLLOWING:			DROP FOLLOWING: (Fill in only necessary items)		
Name Bldg. Ext.	Room No. Add to Directory	<input checked="" type="checkbox"/>	Name Bldg. Ext.	Room No. Delete from Directory	<input checked="" type="checkbox"/>
Name Bldg. Ext.	Room No. Add to Directory	<input checked="" type="checkbox"/>	Name Bldg. Ext.	Room No. Delete from Directory	<input checked="" type="checkbox"/>
Name Bldg. Ext.	Room No. Add to Directory	<input type="checkbox"/>	Name Bldg. Ext.	Room No. Delete from Directory	<input type="checkbox"/>
Name Bldg. Ext.	Room No. Add to Directory	<input type="checkbox"/>	Name Bldg. Ext.	Room No. Delete from Directory	<input type="checkbox"/>
Name Bldg. Ext.	Room No. Add to Directory	<input checked="" type="checkbox"/>	Name Bldg. Ext.	Room No. Delete from Directory	<input type="checkbox"/>
Name Bldg. Ext.	Room No. Add to Directory	<input type="checkbox"/>	Name Bldg. Ext.	Room No. Delete from Directory	<input type="checkbox"/>
Name Bldg. Ext.	Room No. Add to Directory	<input type="checkbox"/>	Name Bldg. Ext.	Room No. Delete from Directory	<input type="checkbox"/>
Name Bldg. Ext.	Room No. Add to Directory	<input type="checkbox"/>	Name Bldg. Ext.	Room No. Delete from Directory	<input type="checkbox"/>
Name Bldg. Ext.	Room No. Add to Directory	<input type="checkbox"/>	Name Bldg. Ext.	Room No. Delete from Directory	<input type="checkbox"/>

OVER

HOME ADDRESS AND HOME TELEPHONE CHANGES

Name Home Address Home Telephone	City	State
Name Home Address Home Telephone	City	State
Name Home Address Home Telephone	City	State
Name Home Address Home Telephone	City	State
Name Home Address Home Telephone	City	State
Name Home Address Home Telephone	City	State
Name Home Address Home Telephone	City	State
Name Home Address Home Telephone	City	State
Name Home Address Home Telephone	City	State
Name Home Address Home Telephone	City	State
Name Home Address Home Telephone	City	State
Name Home Address Home Telephone	City	State

MARRIAGES, DIVORCES, AND NAME CHANGES

Regulations require that all marriages, divorces, and name changes be reported. Appropriate sections of the Personal History Statement must be submitted to I & SS for all marriages.

Name (As now recorded by Agency) New Name	Married <input type="checkbox"/> Divorced <input type="checkbox"/> By Court <input type="checkbox"/>
Name (As now recorded by Agency) New Name	Married <input type="checkbox"/> Divorced <input type="checkbox"/> By Court <input type="checkbox"/>
Name (As now recorded by Agency) New Name	Married <input type="checkbox"/> Divorced <input type="checkbox"/> By Court <input type="checkbox"/>
Name (As now recorded by Agency) New Name	Married <input type="checkbox"/> Divorced <input type="checkbox"/> By Court <input type="checkbox"/>

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Macmillan

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

3 June 1948

SUBJECT: CIA Forms.

STATINTL

Rescinds Administrative Instruction [REDACTED], dated 3 October 1946.

1. Requests for new and revised forms should be submitted to the Executive for Administration and Management on Form No. 30-11, "Request for Approval of Forms" (see attachment), together with draft of proposed form and "Reproduction Requisition," Form No. 36-2. "Requests for Supplies, Equipment or Service," Form No. 36-7, will be used in lieu of Form No. 36-2 when procurement is to be made from outside sources.

2. Assistant Directors and Staff Chiefs are responsible for insuring appropriate coordination prior to submission of proposed forms for final action. This coordination should provide for maximum utilization and standardization for intra-office or intra-agency use, including elimination of unnecessary or essentially duplicate current forms.

3. The Management Branch, A&M, will provide procedural and format assistance in development and utilization of proposed forms.

4. Requests for forms stocked by Services Branch, A&M, will be submitted directly to the Supply Division, Services Branch, on Form No. 36-7.

5. All offices which maintain an exclusive inventory of forms will submit Form No. 36-2 or Form No. 36-7, as appropriate, to the Management Branch, A&M, when reordering such forms.

6. Two finished copies of all new or revised forms will be forwarded to the Management Branch by:

a. Reproduction Division, Services Branch - when forms are reproduced within CIA.

b. Supply Division, Services Branch - when forms are obtained from outside sources for central stocking within CIA.

c. Using Offices - when Forms are ordered from outside sources and stocked only within the using office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Executive for
Administration and Management

Attachment

DISTRIBUTION: A

REQUEST FOR THE APPROVAL OF FORMS			
NOTE: See instructions on reverse side.			
TITLE OF FORM	PROPOSED EDITION		TYPE OF FILE
	<input type="checkbox"/> NEW	<input type="checkbox"/> REVISED	
NUMBER AND EDITION DATE OF EACH FORM SUPERSEDED	SUPPLY OF CURRENT FORMS		
	<input type="checkbox"/> TO BE USED		<input type="checkbox"/> NOT TO BE USED
JUSTIFICATION PUBLISHED AUTHORITY DIRECTING USAGE; PROCEDURAL PURPOSE; SPECIFIC ORGANIZATIONAL UNIT INITIATING THE FORM; NUMBER OF COPIES IN WHICH PREPARED AND THEIR DISPOSITION			
COORDINATED FOR STANDARDIZED APPLICATION <input type="checkbox"/> YES <input type="checkbox"/> NO		CONCURRENCES (Intra-agency using offices or officials)	
REMARKS:		SIGNATURE	
		DATE	

*Use reverse side if necessary

FORM NO. 30-11
JUN 1948

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25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

14 December 1949

ILLEGIB

SUBJECT: , Forms Control and Standardization.

ILLEGIB

RESCISSION: Administrative Instruction No. [REDACTED] dated 3 June 1948

25X1A

1. The CIA forms control and standardization program is designed to promote procedural efficiency, eliminate duplication of forms, achieve economies in the procurement, stocking, and distribution of forms and reduce the man-hours required to process them.

2. A form is a printed or reproduced document with blank spaces provided for inserting specific information. A "form letter" is a letter printed or reproduced to furnish information for repeated mailings or one mailing to numerous destinations. Form letters with or without blank spaces are considered forms for the purposes of this directive.

3. The Management Staff is responsible for:

a. Reviewing, recording and approving requests for the use, reproduction, or procurement of all Agency forms.

b. Registering and assigning identification to forms.

c. Establishing and applying design and specification standards to forms.

d. Analyzing forms for essentiality, purpose, content, simplification, consolidation, standardization, and related procedures.

e. Furnishing technical assistance in designing forms.

f. Making recommendations in connection with the procurement, storage and distribution of forms.

g. Initiating surveys for the purpose of eliminating unnecessary forms.

h. Clearing with the other agencies on matters pertaining to their forms used by the Agency.

i. Evaluating the forms control and standardization program.

4. The classes of forms used in CIA are:

a. CIA Forms - Approved by the Management Staff for use of the Agency.

b. Standard Forms - Approved by the Bureau of the Budget or the General Accounting Office for the mandatory use of other agencies.

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c. Civil Service Forms - Prescribed by the Civil Service Commission for the use of all Federal agencies in the administration of civilian personnel.

d. Miscellaneous Forms - Developed within and approved by other agencies which cannot accurately be classified under a, b, or c above but which are authorized for use of CIA.

5. Assistant Directors and Staff Chiefs are responsible for insuring appropriate coordination on proposed forms and providing for maximum utilization and standardization for intra-office or intra-agency use. Where possible new forms will eliminate essentially duplicate current forms.

6. Requests for new or revised forms shall be submitted to the Management Staff on Request for Approval of Forms (Form No. 30-11) with a draft of the proposed form and Reproduction Requisition (Form No. 36-2). Request for Supplies, Equipment, or Service (Form No. 36-7) shall be submitted in lieu of Form No. 36-2 when procurement is made outside the Agency.

7. The printing, reproduction, procurement or use of forms within the Agency is prohibited without the prior approval of the Management Officer. Two copies of improvised forms currently used shall be submitted with Form No. 30-11 to the Management Officer for approval.

8. Requests for the discontinuance of approved forms shall be submitted to the Management Officer by the office which initially requested approval.

9. A functional list of all approved CIA forms and a numerical list of all non-CIA forms currently stocked in the Supply Division are attached as an appendix. An amendment to the list will be issued each quarter. A revised list will be issued on 1 July of each year.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED] 25X1A

Captain, USN //
Executive

ATTACHMENTS: 4

Appendix

1. Functional Index for CIA Forms
2. Functional Listing of Approved CIA Forms
3. List of Standard Forms Stocked in CIA
4. List of Civil Service Forms and Miscellaneous Forms

DISTRIBUTION: A

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A P P E N D I X

L I S T O F A F P R O V E D F O R M S
C U R R E N T L Y U S E D I N C I A

ADMINISTRATIVE INSTRUCTION [REDACTED]

25X1A

31 OCTOBER 1949

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FUNCTIONAL INDEX FOR CIA FORMS

SUBJECT	PAGE NUMBER
Accounting, Accounts and Audits	1.
Action	1.
Allotments and Allocations	1.
Applicants, Applications, Appointments, Personnel and Personal Data	1.
Approvals	1.
Attendance and Leave	2.
Charge-Out and Filing Devices	2.
Check Sheets	2.
Clearances	3.
Coding	3.
Contact, Liaison and Interview	3.
Contracts and Agreements	4.
Control and Follow-Ups	4.
Damage, Destruction, Salvage and Loss	5.
Distribution, Delivery and Disposition	5.
Examinations and Tests	6.
File Slips	6.
Indebtedness	6.
Information Requests, Reports and Records	7.
Instructions	8.
Inventories	8.
Letterheads	8.
Logs and Registers	8.
Mail, Courier and Messenger	9.
Medical	9.
Obligations	10.
Orders	10.
Passes, Pass and Admission Records	10.
Pay Roll and Time Records	11.
Production	11.
Purchase	11.
Receipts and Receiving	11.
Recruitment	11.
Reference Index	12.
Reports and Statements	12.
Requirements	12.
Requisitions and Requests	13.
Rosters and Strength Reports	13.
Routing, Signature and Memo Sheets and Slips	14.
Schedules	14.
Status	15.
Surveys, Studies, Investigations and Inspections	15.
Telecommunications	15.
Training	17.
Transfers	17.

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FUNCTIONAL INDEX FOR CIA FORMS

SUBJECT	PAGE NUMBER
Transmittals	
Travel, Transportation and Shipping	18.
Vouchers	18.
Work Sheets, Charts and Graphs	19.
	19.

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Accounting, Accounts and Audits</u>		
33-16	Accounting by Individual for Advance	JUN 1949
33-18	Post Allowance Audit Card	FEB 1948
34-13	Postage Stamp Disposition Record and Summary Report	OCT 1949
34-102	No Title - Request to carrier for rebilling of Transportation Request because of unused portion of ticket.	JUN 1949
34-103	No Title - Request for clarification to permit prompt settlement of billing (Bond)	JUL 1948
34-103	No Title - Request for clarification to permit prompt settlement of billing (Tissue)	JUL 1948
34-104	Request for Information Relative to Disposition of Certified Voucher Covering Account	JUL 1948
36-86	Reconciliation Card	OCT 1948
57-13	Cash Journal	JUL 1949
59-4	Financial Status of Project	JAN 1948
		JUN 1949
<u>Action</u>		
37-1	Confidential Funds Personnel Action	AUG 1949
37-3	Personnel Action Request	JUL 1949
37-14	Placement Action Slip	FEB 1949
37-65	Personnel Action Route Slip	JUN 1949
37-109	Personnel Action Transmittal Memorandum	JUN 1947
37-111	Canceled Personnel Action	SEP 1949
<u>Allotments and Allocations</u>		
32-5	Advice of Allotment Authorization	AUG 1948
32-7	Request for Change in Allotment	NOV 1947
33-20	Report on Expenditures and Budget Allotments	MAR 1948
59-2	Excerpt of Financial Data	JUN 1949
59-5	OPC Administrative Allotment Advice	JUN 1949
59-5	OPC Administrative Allotment Advice (Tissue)	JUN 1949
<u>Applicants, Applications, Appointments, Personnel and Personal Data</u>		
23-1	Applicant Record Card	NOV 1947
33-2	Foreign Duty Data Sheet	MAR 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
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Applicants, Applications, Appointments, Personnel and Personal Data (cont)

33-11	Cath of Office	DEC 1946
36-39	Application for Parking	FEB 1947
37-20	Service Record Card - White	FEB 1948
37-22	Within Grade Promotion Record	JUL 1947
37-22	Within Grade Promotion Record	JUL 1947
37-38	Housing Application	JUL 1948
37-49	Applicant Data Form	JUL 1948
37-50	Personnel Data Form	APR 1949
37-58	Military Record	OCT 1949
37-105	Periodic Pay Increase Report	SEP 1948
38-1	Personal History Statement	AUG 1948
38-1A	Personal History Statement - Appendix 1	JUL 1948
38-35	Application for Employment	SEP 1949
38-39	Notice of Fingerprinting	JUN 1949
51-24	Personal History	
51-105	No Title - Letter of Appointment (Unvouchered Employees)	JUN 1948
56-65	Employee's Information Form - Field	MAR 1948
56-67	Employee's Information Form - Departmental	AUG 1948

Approvals

10-1	Advice of Project Action	JUN 1948
38-101	Security Approval	MAY 1949

Attendance and Leave

35-30	Duty Status Report	JUN 1949
35-22	Bi-Weekly Attendance Record	MAR 1947
38-29	Attendance Report	DEC 1947
56-25	Daily Attendance Record - Voice Monitoring Section	MAR 1947

Charge-Out and Filing Devices

35-13	Document Charge-Out Slip	NOV 1946
35-24	Serial Removal Form	APR 1947
35-26	Abstract Charge-Out Slip	APR 1947
35-28	File Charge-Out Slip	FEB 1949

Check Sheets

38-7	Security Check Sheet	JAN 1948
38-8	Staff Duty Officer's Check List	JUN 1948
56-14	The Daily Report - Stencil Check Sheet	APR 1947
70-22	Final Checking Record	FEB 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Clearances</u>		
20-2	Record Card	JUN 1948
27-101	No Title - Office Memorandum	MAR 1949
34-30	Final Payment Clearance Sheet	FEB 1949
37-31	Medical Clearance (Military)	JAN 1947
37-104	Request for Security Clearance	MAY 1949
37-105	Periodic Pay Increase Report	OCT 1949
<u>Coding</u>		
29-22	Graphic Materials Coding Sheet - Books	FEB 1948
29-28	Foreign Industrial Transcript Sheet	MAY 1948
30-9	Graphic Materials Coding Sheet - Maps	DEC 1947
38-47	Security Information Card	MAR 1949
60-23	Master Card Data	MAY 1949
60-47	Graphics Register Analyses Sheet - Spot Photography and Personalities	NOV 1948
60-49	Individual Code Sheet	AUG 1948
60-49A	Organization Code Sheet	SEP 1948
60-55	Graphic Materials Analysis Sheet - Film	APR 1949
60-59	Biographical Code Sheet	DEC 1948
60-61	Product Transcript Sheet - Card No. 3	JAN 1949
60-66		
(Test)	Employee Status Change Card	JUL 1949
60-67	Industrial Register Transcript Sheet No. 1	JUL 1949
70-30	Map Catalog Card	MAY 1948
70-48	Shipping Record	OCT 1949
<u>Contact, Liaison and Interview</u>		
37-13	Personnel Relations Interview Record	FEB 1947
38-32	Investigative Liaison Record	MAR 1949
39-1	Report of Interview	NOV 1946
51-33	Liaison - Contact Card	JUN 1947
51-35	Contact Locator Card	JUN 1947
51-46	State-Control Record Card-White	OCT 1947
51-46	State-Control Record Card-Blue	OCT 1947
57-19	OO/C Case Sheet	FEB 1949
60-56		
(Test)	International Travelers Arriving and Departing U.S.A.	
60-63	Record of Liaison Contact	DEC 1948
70-46	Data on Exchange	APR 1949
		OCT 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
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Contracts and Agreements

36-35	Informal Agreement for Services	JAN 1947
36-45	General Contract Conditions	MAY 1947
37-39	Release	OCT 1949
37-53	Personal Service Contract	APR 1949
38-33	Secrecy Agreement	APR 1948
51-39	Bill of Sale	JUN 1947
51-40	Declaration of Trust	JUN 1947
51-104	No Title - Employment Agreement	JUN 1948
55-104	No Title - Employment Agreement	JUN 1948

Control and Follow-Ups

29-23	Block Control Sheet	JUN 1948
30-5	Table of Organization	MAR 1948
32-1	Form Control Card	NOV 1948
32-8	Position Control Ledger	APR 1947
32-9	Alphabetical Form Control Card	MAY 1947
32-12	Position Control - White	JUL 1949
32-12	Position Control - Blue	JAN 1948
33-21	SFD-SMU Posting Control	MAR 1948
35-53	Project/Contract Control Card	NOV 1948
35-54	Contract Payment Control Card	DEC 1948
35-58	Important Notice	JUN 1949
36-13	Accounts Control Register	OCT 1946
36-14	Stock Control Card	OCT 1946
36-14A	Stock Control Card	FEB 1948
36-15	Voucher Register	OCT 1946
36-25A	Supply Record Card	JUL 1949
36-32	Daily Gasoline and Oil Consumption	DEC 1947
36-34	Contractor's File Card	JAN 1947
36-44	Non-Expendable Property Record	JAN 1948
36-46	Dispatcher's Record	DEC 1947
36-47	Chauffeur's Record	NOV 1947
36-48	Identification Control Card	JUL 1947
36-55	Contract Record	SEP 1947
36-59	Vehicle Repair Record	NOV 1947
36-87	Replenishment of Stock Record	JUN 1949
36-89	Vehicle Record	OCT 1949
37-15	Position Control Card - White	OCT 1948
37-15	Position Control Card - Salmon	OCT 1948
37-54	Follow-Up Slip	NOV 1948
37-63	Personnel Processing Control Card	MAY 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
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Control and Follow-Ups (cont)

37-69	Approved Positions	SEP 1949
38-27	Open - Safe Label	DEC 1947
38-40	Physical Security Control Card	JUN 1948
51-48	Status Control Card	APR 1949
51-55	Letter Card	JAN 1948
51-56	Document Card	JAN 1948
51-74	Document Control Card	FEB 1949
51-79	Stock and Allocation Record	JUL 1949
57-20	Index Section Control Slip	MAR 1949
58-10	Project Record Card	OCT 1949
58-11	Periodical Record Card	SEP 1949
59-1	OFC Project Control	NOV 1948
60-41	CIA Library Control Slip	JUL 1949
60-57	Batch Control Sheet	JUL 1949
60-60	Information Control Sheet	DEC 1948
60-62	Document Index Control Sheet	FEB 1949
60-65	Graphic Materials Record	JUL 1949
60-68	Publication Supply Record	SEP 1949
70-17	Progress Card	DEC 1947
70-24	Drafting Room Record	FEB 1948
70-26	Office Map Record	FEB 1948
70-31	Base Map Progress Chart	APR 1948
70-32	Overlay Progress Chart	APR 1948
70-37	Loan Record Card - White	JUN 1948
70-37	Loan Record Card - Buff	JUN 1948
70-41	Map Request Routing Sheet	NOV 1948
70-47	Follow-Up Requirements - SO	OCT 1949
70-47A	Follow-Up Requirements - OO/C	OCT 1949

Damage, Destruction, Salvage and Loss.

35-18	No Title - Certification of Destruction of Document	NOV 1947
35-59	Destruction Report Card	AUG 1949
36-42	Voluntary Payment for Public Property	MAY 1947
36-82	Certificate of Droppage - Expendable Supplies	DEC 1948

Distribution, Delivery and Disposition

35-21	Distribution Record File Card	MAR 1947
36-10	Combination Stock Record, Receiving and Property Issue Form	APR 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.

TITLE

CURRENT
EDITION DATE

<u>Distribution, Delivery and Disposition (cont)</u>		
	TITLE	CURRENT EDITION DATE
36-21	Authorization for Pick-Up and Delivery	JUL 1948
36-29	Notice of Delivery	JAN 1947
36-102	Letter No. 1 - Inquiry as to overdue delivery.	AUG 1949
36-102A	Letter No. 2 - Inquiry as to overdue delivery.	AUG 1949
36-108	Letter No. 3 - Inquiry as to mailing date of periodicals not received.	AUG 1949
70-28	Primary Distribution Record	AUG 1949
70-33	Map Delivery Record	FEB 1948
70-45	Map Printing and Distribution Record	MAY 1948
		AUG 1949

Examinations and Tests

37-42	Test Record Card	SEP 1949
37-43	Test Data Report Form	DEC 1947
37-45	Clerical Aptitude	APR 1948
37-46	Shorthand Test Sheet	MAY 1948
37-51	Checklist and Score Sheet for Road Test in Traffic	AUG 1948
37-70	Report of Qualifications	SEP 1949

File Slips

29-19	Library File Slip - Green	
35-1	File and Routing Slip	JAN 1948
35-31	Abstract File Slip - White	JAN 1949
35-31	Abstract File Slip - Yellow	APR 1947
35-31	Abstract File Slip - White and Blue	APR 1947
35-31	Abstract File Slip - White, Blue and Green	APR 1947
35-31	Abstract File Slip - Yellow and Pink	APR 1949
38-62	Abstract File Slip - Reference Index - I&S	APR 1947
60-16	Cross Reference Slip	AUG 1949
70-4	File Slip - Unclassified	DEC 1947
70-5	File Slip - Classified	AUG 1948
		AUG 1948

Indebtedness

34-21	Bill for Collection	OCT 1949
34-21	Bill for Collection - Tissue	MAR 1947
34-22	Statement of Details	APR 1947
34-25	Claim for Refund	JUN 1947

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Information Requests, Reports and Records</u>		
25X1A	37-4 Service Record Information	OCT 1948
	37-6 Personnel Information	JUL 1949
	51-4 Information Report	JAN 1947
	51-4A Information Report	SEP 1948
	51-4A-1 Information Report	DEC 1948
	51-4B Information Report	DEC 1948
	51-4C Information Report	DEC 1948
	51-5 Information Report - External Survey Detachment	OCT 1949
	51-14 Information Directive	JUN 1949
	51-15 Evaluation Record	AUG 1947
	51-25 Grading Sheet	JAN 1947
	51-58 Field Information Report Sheet	FEB 1948
	51-59 Operational and Source Data Sheet	FEB 1948
	51-61 Information Report	MAY 1949
	51-61A Information Report	MAY 1949
	51-76 OSO Preliminary Response to OCD	MAR 1949
	51-77 Information Report	JUN 1949
	55-8 Assessment Sheet	JAN 1949
	55-101 Assignment of Collection Action	MAY 1947
	57-6 Organization Activity Record	APR 1947
	57-14 Process Sheets for [REDACTED] Reports	MAY 1948
	57-15 Reports Record Card	MAY 1948
	57-16 Process Sheet for OO/C Cases	JUL 1948
	57-22 Case Status Report	MAY 1949
	58-3 ICF Sheet - 8"x10 $\frac{1}{2}$ "	JUL 1948
58-3A ICF Sheet - 5"x8"	JUL 1948	
58-5 Project Record Card	DEC 1948	
58-6 Project Record A	APR 1949	
58-7 Project Record B	APR 1949	
58-8 Editorial Press Work Sheet	APR 1948	
60-1 Request for Intelligence Information	APR 1948	
60-3 Information Dispatch Slip	FEB 1947	
60-6 C.D. Kardex Record	MAY 1948	
60-34 ICF Card - Duplimat	JUL 1949	
60-58 Biographical Information Sheet	DEC 1948	
60-58A Biographical Information Sheet - Continuation Form	JAN 1949	
25X1A	60-58B Biographical Information Card - [REDACTED]	JUN 1949
	60-60 Information Control Sheet	DEC 1948
	60-64 Biographic Report	MAY 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
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Information Requests, Reports and Records (cont.)

60-101	No Title - CD Letter Pack	JAN 1949
70-10	Intelligence Information Report Grading Sheet	MAY 1949
70-34	Personnel Reporting Form	MAY 1948
70-35	Organization Reporting Form	MAY 1948
70-44	ORE Report 15-49 Supplement - Diplomat	JUN 1949

Instructions

29-5	ICF Reproduction Instructions	DEC 1947
60-71	Consolidation Instructions	OCT 1949
70-23	Revision and Rerun Record	FEB 1948

Inventories

35-57	Semi-Annual Inventory Report	JUN 1949
36-16	Report of Inventory Adjustment	OCT 1946
36-19	Property Inventory Record	JUN 1949
36-83	Stock Card	JAN 1949

Letterheads

51-28	No Title - Official Dispatch (White)	MAR 1949
51-28A	No Title - Official Dispatch (Blue)	MAR 1949
51-29	No Title - Official Dispatch (Yellow)	JUN 1949

Logs and Registers

35-19	Log	FEB 1947
35-32	Outgoing Cable Control Sheet	MAY 1947
35-33	Incoming Cable Control Sheet	MAY 1947
35-34	Incoming Log - Secret	MAY 1948
35-35	Outgoing Log - Secret	OCT 1947
35-42	Signal Center Number Log - Out	AUG 1947
35-43	Signal Center Number Log - In	AUG 1947
35-44	Teletype Wire Sheet - Inward	
35-45	Teletype Wire Sheet - Outward	
35-46	Log - Confidential	OCT 1947
35-51	Consolidated Teletype Wire Sheet	MAY 1948
35-52	Incoming Cable Log	JUN 1948
36-69	Daily Log for GPO Work	JUL 1948
36-72	Domestic Shipping Register	JUN 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE	
<u>Logs and Registers (cont)</u>			
25X1A	36-78	Record of Jobs Processed in Composing Room	JUL 1948
	37-64	Reference Log Sheet, Confidential Jacket, Personnel Folder	JUN 1949
	38-11	Visitor's Register Log	JAN 1947
	38-14	Top Secret Log	APR 1948
	51-31	Information Cable Log	MAY 1947
	51-38	FPDA Reports Log No. 2	JUL 1948
	51-42	Log	AUG 1947
	51-52	Source Log	FEB 1948
	51-64	Station Traffic Sheet	APR 1948
	56-20	Cable Log - [REDACTED]	MAR 1947
	57-21	Field Office Log Sheet	MAY 1949
	60-7	Document Log Sheet	APR 1947
	70-2	Incoming Log	APR 1949
	70-3	Outgoing Log	FEB 1947
	70-8	Cable Log - Secret and below.	MAY 1949
	70-9	Cable Log - Top Secret	FEB 1947
	70-27	Map Request Record	FEB 1948
	70-40	Job and Time Log	JUN 1948
	<u>Mail, Courier and Messenger</u>		
	34-7	No Title - Check Mailing Slip	APR 1947
	34-13	Postage Stamp Disposition Record and Summary Report	OCT 1949
	35-10	Envelope and Message Receipt	MAR 1947
	35-11	Postage Slip	DEC 1948
	35-16	Courier's Classified Mail Receipt	JUL 1949
	35-27	Special Mail Preference Slip	APR 1947
<u>Medical</u>			
37-7	Treatment Record Card	NOV 1946	
37-26	Daily Report of Emergency Treatments and Physical Examinations	SEP 1949	
37-27	Monthly Report of Emergency Treatments and Physical Examinations	JAN 1947	
37-32	Report of Physical Qualifications for Duty	DEC 1948	
37-47	Record of Individual Hypodermic Injections	JUL 1948	
37-48	Case Record	JUL 1948	
37-52	Physio-Therapy Record	OCT 1948	
37-56	Health Record	NOV 1948	
37-56A	Health Record - Continuation Form	NOV 1948	
37-66	Motion Sickness	JUL 1949	

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Obligations</u>		
32-19	Memorandum Record of Obligations	JUL 1949
34-9	Miscellaneous Obligation Record	JUN 1949
34-12	Report of Obligations and Expenditures by Object Classes	NOV 1948
34-12A	Report of Obligations and Expenditures by Object Classes - Work Sheet	AUG 1948
34-14	Report of Estimated Obligations	AUG 1949
34-15	Record of Obligations and/or Payments	JUN 1949
34-34	Record of Unliquidated Obligations	MAR 1949
<u>Orders</u>		
33-27	Travel Order	JUL 1949
33-28	Domestic Travel Order	MAR 1949
34-4	Travel Order	MAR 1949
34-4A	Travel Order - Tissue	MAR 1949
36-1	Purchase Order	MAR 1949
36-36	Order Ticket	JAN 1947
36-58	Job Order	DEC 1947
36-65	Telephone Service Order	APR 1948
36-77	Work Ticket	JUL 1948
36-79	Supply and Work Order	OCT 1948
36-84	Work Order - Graphics	FEB 1949
<u>Passes, Pass and Admission Records</u>		
38-4	Admission Card	MAY 1947
38-5	Forgotten Badge Record	JAN 1947
38-11	Visitor's Register Log	JAN 1947
38-19	Visitor Admittance Form	JAN 1948
38-20	Identification Badge Record	SEP 1947
38-26	Limited Pass Receipt	DEC 1947
38-31	Tabulation of Visitor Traffic	NOV 1948
38-41	Photograph Identification	JUL 1948
38-43	Admittance Sheet for Telephone Company Employees	SEP 1948
38-46	Limited Pass Record	JAN 1949
38-63	Visitor Exit Pass - Blue	AUG 1949
38-63	Visitor Exit Pass - Buff	AUG 1949
38-63	Visitor Exit Pass - Pink	AUG 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
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Pay Roll and Time Records

32-3	Request for Approval of Overtime	OCT 1949
33-22	Application for Payment of Allowances	OCT 1948
33-23	Pay Roll Journal	NOV 1948
33-24	Employee Earnings Record	NOV 1948
33-29	Pay Roll Change Notice	MAR 1949
33-103	Authority to Make Salary Deductions	OCT 1948
34-6	Pay Roll List	NOV 1948
34-24	No Title - Request to outside agency for information concerning last payment to employee transferring to CIA.	OCT 1947
34-26	Earnings Record Card - Record of Native Pay	AUG 1947
34-30	Final Payment Clearance Sheet	FEB 1949
34-31	Pay Roll Index Card	DEC 1948
34-32	Application for Allowances	DEC 1948
34-33	Schedule of Allowances	DEC 1948
36-57	Daily Time Sheet	DEC 1947

Production

37-68	Weekly Work Report	AUG 1949
56-35	Daily Production	APR 1947
60-62	Document Index Control Sheet	FEB 1949
70-21	Map Reproduction Time Record	FEB 1948
70-25	Drafting Assignment	FEB 1948

Purchase

36-1	Purchase Order	MAR 1949
36-28	Tabulation of Bids	MAY 1948
36-36	Order Ticket	JAN 1947
36-101	Invitation to Bid	JUN 1948

Receipts and Receiving

20-1	Receipt	FEB 1948
33-14	Receipt	FEB 1947
35-3	Consolidated Receipt	FEB 1949
35-10	Envelope and Message Receipt	MAR 1947
35-16	Courier's Classified Mail Receipt	JUL 1949
35-20	Consolidated Intelligence Receipt	OCT 1947
35-47	Communications Pouch Receipt	NOV 1947
36-66	Memorandum Receipt	MAR 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
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Receipts and Receiving (cont)

36-67	Receiving Report	APR 1948
38-16	Document Receipt	APR 1948
38-16A	Document Receipt - Transmittal	DEC 1948
38-26	Limited Pass Receipt	DEC 1947
51-54	Transfer Report	DEC 1947
60-65	Graphic Materials Record	JUL 1949
70-18	Library Record Slip	FEB 1948
70-29	Transmittal Record	FEB 1948

Recruitment

37-8	Recruitment Request	JUN 1949
37-61	Personnel Recruitment Status	MAY 1949

Reference Index

29-10	Report Record	DEC 1947
29-11	Miscellaneous Document Record	DEC 1947
29-20	Screen Record - National Archives	FEB 1948
30-10	Issuance Cross Reference Card	MAR 1948
34-31	Pay Roll Index Card	DEC 1948
35-30	Abstract Tabulation Card	APR 1947
35-30A	Abstract Tabulation Card	SEP 1947
35-30B	Abstract Tabulation Card	SEP 1947
35-30C	Abstract Tabulation Card	APR 1947
35-30D	Abstract Tabulation Card	APR 1947
36-81	Stock Locator Record	DEC 1948
60-69	Abbreviation Card	OCT 1949
70-16	Cross Reference Sheet	SEP 1947
70-18	Library Record Slip	FEB 1948

Reports and Statements

29-16	Scientific Report	DEC 1947
32-2	Monthly Forms Report	SEP 1946
32-18	Comparative Financial Statement	JUN 1949
34-3	Administrative Audit Difference Statement	MAR 1949
34-29	Reconciliation Statement	JAN 1948
35-39	Daily Report	JUN 1948
36-40	Moving Information Report	FEB 1947
37-33	No Title - Commander's and Medical Officer's Report	JAN 1947

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Reports and Statements (cont)</u>		
37-41	Personnel Status Report	JAN 1949
37-41A	Unvouchedered Personnel Status Report	JUL 1949
37-67	Daily Security Report	JUL 1949
37-70	Report of Qualifications	SEP 1949
38-22	Security Violation Report	AUG 1949
38-42	Daily Report	JUL 1949
51-53	Status and Efficiency Report	DEC 1947
51-81	Covert IAC Personnel Status Report	OCT 1949
56-32	Report on Daily Typist Operations	MAR 1947
<u>Requirements</u>		
32-15	Summary of Budget Estimates Fiscal Year	JUN 1949
32-16	Personal Services Estimates	JUN 1949
32-17	Non-Personal Services Estimates	JUN 1949
57-18	Request for Requirements	JAN 1949
59-3	OPC Budgetary Data	JUN 1949
70-47	Follow-Up Requirements - \$0	OCT 1949
70-47A	Follow-Up Requirements - 00/C	OCT 1949
<u>Requisitions and Requests</u>		
30-11	Request for Approval of Forms	JUN 1949
35-15	Request for Advance	JUN 1949
36-2	Reproduction Requisition	MAR 1949
36-6	Report on Status of Requisition	AUG 1949
36-7	Requisition for Supplies, Equipment, or Service	SEP 1949
36-7A	Requisition for Supplies, Equipment, or Service - Manifold	SEP 1949
36-58	Job Order	DEC 1948
36-65	Telephone Service Order	APR 1948
36-79	Supply and Work Order	OCT 1948
37-59	Request for Personnel Folder or Record Card	FEB 1949
37-62	Request for Designation	MAY 1949
38-2	Request for Credential	JUL 1949
58-9	Document Request Card	APR 1949
60-21	Request for Inter-Library Loan	MAR 1949
60-70	Request for Library Loan Service	OCT 1949
70-19	Drafting Specifications - Top Secret (Cover Sheet)	FEB 1948
70-19A	Drafting Specifications - Continuation Sheet	FEB 1948
70-20	Type Order	FEB 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Rosters and Strength Reports</u>		
32-20	Supporting Schedule for S.F.80 and S.F. 113	AUG 1949
37-71	Overt IAC Personnel Status Report	OCT 1949
38-17	Personnel Status Report	APR 1947
57-23	Roster of Interpreters	MAY 1949
<u>Routing, Signature and Memo Sheets and Slips</u>		
15-1	Routing Slip	DEC 1948
30-4	Official Routing Slip	SEP 1947
35-1	File and Routing Slip	JAN 1949
35-2	File Slip - Standard Register (Used for routing.)	AUG 1947
35-40	Registry Routing Slip	JUL 1940 In Error
35-55	Non-CIA Message Routing and Record Sheet - Loan Copy	JUN 1949
35-56	Non-CIA Message Routing and Record Sheet - Retain Copy	JUN 1949
36-8	Transmittal Slip	SEP 1946
36-9	Office Message	SEP 1946
36-70	Shipping Tag	JUN 1948
37-9	Postal Sheet	AUG 1949
37-55	Postal Slip	NOV 1948
37-65	Personnel Action Route Slip	JUN 1949
38-13	Signature Record and Cover Sheet	APR 1948
38-13A	Signature Record and Comment Sheet	JUN 1949
38-21	Security Branch SO Routing Sheet	OCT 1947
38-34	Investigative Division Routing Slip	JUL 1949
51-9	Routing and Record Sheet - Blue (Free - Restricted - Confidential)	APR 1949
51-10	Routing and Record Sheet - Pink (Secret)	APR 1949
51-17	Information - Cable Routing and Record Sheet	JAN 1947
51-18	Confirmation - Cable Routing and Record Sheet	JAN 1947
51-19	Action - Cable Routing and Record Sheet	JAN 1947
51-23	Cable Routing and Record Sheet - Plain	JAN 1947
55-5	Internal Routing and Record Slip - OO	OCT 1949
<u>Schedules</u>		
36-60	Repair Schedule	DEC 1947
36-61	Service Schedule	DEC 1947
36-77	Work Ticket	JUL 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
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Schedules (cont)

36-86	Weekly Working Schedule	MAY 1949
37-28	Immunization Schedule	JAN 1947
70-42	Project Guide Sheet	JUN 1949
70-43	Cover Sheet - White	JUN 1949
70-43	Cover Sheet - Blue	JUN 1949

Status

30-12	Request for Status of Forms	JAN 1949
37-35	Verification of Status	MAY 1947
37-41	Personnel Status Report	JAN 1949
37-41A	Unvouchedered Personnel Status Report	JUL 1949
37-61	Personnel Recruitment Status	MAY 1949
37-71	Overt IAC Personnel Status Report	OCT 1949
38-17	Personal Status Report	APR 1947
51-36	Status Card	JUN 1947
51-81	Covert IAC Personnel Status Report	OCT 1949

Surveys, Studies, Investigations and Inspections

32-14	Budget Analyst Record	JAN 1949
36-18	Survey Report	MAR 1949
36-18	Survey Report - SO	JAN 1948
37-36	Analysis of Efficiency Ratings	MAY 1947
38-18	Analysis Sheet	MAY 1947
38-24B	No Title - Name Check	MAR 1949
38-48	Name Check - Priority	MAY 1949
38-48A	Name Check - Non-Priority	MAY 1949
38-61	Request for Applicant Name Check	MAY 1949
38-102	Report of Night Inspection	OCT 1949
38-103	Request for Investigation	AUG 1949
38-104	No Title - Memorandum for transmitting results of covert name check. (White)	FEB 1949
38-104	No Title - Memorandum for transmitting results of covert name check. (Blue Tissue)	MAR 1949
60-48	Machine Utilization	MAR 1949
		AUG 1948

Telecommunications

35-4	Classified Message - Ditto Master	DEC 1948
35-5	Incoming Classified Message - Restricted (White)	MAR 1948
35-5	Incoming Classified Message - Confidential (White)	APR 1947

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Telecommunications (cont)</u>		
35-5	Incoming Classified Message - Secret (White)	APR 1947
35-5	Incoming Classified Message - Top Secret (White)	APR 1947
35-5	Incoming Unclassified Message - Plain Text (Green)	AUG 1948
35-5	Incoming Classified Message - Restricted (Yellow)	MAR 1948
35-5	Incoming Classified Message - Confidential (Yellow)	AUG 1948
35-5	Incoming Classified Message - Secret (Yellow)	DEC 1947
35-5	Incoming Classified Message - Top Secret (Yellow)	OCT 1947
35-6	Outgoing Classified Message - Restricted (Pink)	MAR 1948
35-6	Outgoing Classified Message - Confidential (Pink)	OCT 1947
35-6	Outgoing Classified Message - Secret (Pink)	DEC 1947
35-6	Outgoing Classified Message - Top Secret (Pink)	JAN 1948
35-7	Outgoing Classified Message - White	JUN 1948
35-7	Outgoing Classified Message - Blue	JUN 1948
35-15	No Title - Message Center Dummy Copy	DEC 1947
35-36	Incoming Classified Message - Yellow	JUN 1947
35-36	Incoming Classified Message - White (Tissue)	JUN 1947
35-37	Outgoing Classified Message - Pink	JUN 1947
35-37	Outgoing Classified Message - Pink (Tissue)	JUN 1947
35-38	Outgoing Classified Message - Blue	JUN 1947
35-39	Daily Report	JUN 1948
35-48	No Title - Message Center Dummy Copy (Blue)	DEC 1948
35-49	Signal Center Copy - Incoming Message (Green)	MAR 1948
35-50	Classified Message - Temporary Copy	APR 1948
36-65	Telephone Service Order	APR 1948
51-68	Daily Record of Outgoing Messages	JUL 1948
51-69	Summary Sheet	AUG 1948
51-70	Traffic Summary	AUG 1948
56-18	Teletype Number Sheet	MAR 1947
56-19	Teletype Number Sheet - [REDACTED]	MAR 1947
56-21	Four Hour Traffic Check	MAR 1947
56-22	Headings for [REDACTED]	MAR 1947
56-26	Cruising Report - White	OCT 1949
		25X1A
		25X1A

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Telecommunications (cont)</u>		
56-26A	Cruising Report - Green	OCT 1949
56-26B	Cruising Report - Yellow	OCT 1949
56-26C	Cruising Report - Blue	OCT 1949
56-26D	Cruising Report - Salmon	OCT 1949
56-26E	Cruising Report - Buff	OCT 1949
56-35	Daily Production	APR 1947
56-44	Commentaries for [REDACTED] Year [REDACTED]	JUN 1947
56-49	Line Schedules - White	AUG 1947
56-49	Line Schedules - Salmon	AUG 1947
56-49	Line Schedules - Buff	AUG 1947
56-55	Number Seats for "B" Wire	OCT 1947
56-56	Monitoring Schedule	NOV 1947
56-57	Headings for Cables [REDACTED]	NOV 1947
56-58	Headings for Cables [REDACTED]	NOV 1947
56-59	Headings for Cables [REDACTED]	NOV 1947
56-60	Headings for Cables [REDACTED]	NOV 1947
56-61	Number Sheet for "B" Wire - Able and Baker Circuits No. 201 to 400	DEC 1947
56-66	Reception Log	AUG 1948
56-68	Set-Up Log - White	JUL 1949
56-68	Set-Up Log - Green	JUL 1949
56-68	Set-Up Log - Blue	JUL 1949
56-68	Set-Up Log - Salmon	JUL 1949
56-68	Set-Up Log - Buff	JUL 1949
56-69	Equipment Failure Report	JUL 1949
56-70	Station Log	JUL 1949
56-71	Monitoring Report	JUL 1949
56-72	Engineer's Watch Report	JUL 1949
<u>Training</u>		
51-1	Training Request Form	JAN 1948
51-16	Training Evaluation	JAN 1947
51-16	Training Evaluation - Tissue	JAN 1947
51-71	Trainee Battery Form	NOV 1947
51-72	Battery Ratings	DEC 1948
51-75	Training Record	FEB 1949
<u>Transfers</u>		
36-3	Personnel Transfer and Clearance Sheet	SEP 1946
36-24	Property Turn-In and Transfer Slip	JUN 1948
37-110	Personnel Transfer Letter	FEB 1949
60-52	Records Transfer Request	SEP 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
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Transmittals

33-101	No Title - Check Transmittal Memorandum	JUN 1949
33-102	No Title - Memorandum	JUN 1949
34-101	No Title - Memorandum Requesting Additional Information and/or Corrections in Connection with Travel Voucher	DEC 1946
36-38	No Title - Reference to Parking Permit	FEB 1947
37-109	Personnel Action Transmittal Memorandum	JUN 1947
51-106	No Title - Transmittal Memorandum	
60-46	Transmittal Sheet	NOV 1948
70-29	Transmittal Record	FEB 1948
70-38	Transmittal List	MAR 1949

Travel, Transportation and Shipping

33-27	Travel Order	JUL 1949
33-28	Domestic Travel Order	MAR 1949
34-2	Travel Expense Record	AUG 1949
34-4	Travel Order	MAR 1949
34-44	Travel Order - Tissue	MAR 1949
34-5	Request for Travel Order	JUN 1948
34-16	No Title - CIG Memorandum Copy for Travel Request, S. F. 1030	DEC 1946
34-17	Travel Order Amendment	DEC 1946
34-19	Identification Card Record	JAN 1947
34-20	Transportation Request Receipt	MAR 1949
36-4	Request for Overseas Shipment of Cargo	SEP 1946
36-5	Request for Pick-Up and Delivery Preparatory for Overseas Shipment	SEP 1946
36-11	Final Instructions for Overseas Travel	SEP 1946
36-27	Request for Movement of Family and Household Effects	DEC 1946
36-72	Domestic Shipping Register	JUN 1948
36-85	Shipping Document	APR 1949
36-85	Shipping Document - Back	APR 1949
37-60	Foreign Travel Request	FEB 1949
38-49	Transportation of Household and Personal Effects and Automobiles	JUL 1949
38-50	Travel History	JUL 1949
51-78	Geographical Cargo Reference Card	JUN 1949
51-103	Request for Shipping Instructions	DEC 1947
70-48	Shipping Record	OCT 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Vouchers</u>		
32-11	Journal Voucher for Allotment of Funds for Personal Services	DEC 1947
33-5	Voucher for Payment of Individual Pay Roll and/or Cost of Living Allowances	MAY 1948
33-10	Special Funds Voucher	OCT 1947
33-12	Travel Voucher	JUN 1949
33-17	Reimbursement Voucher for Purchase and Services Other Than Personal	JUL 1949
34-1	Record of Voucher (For Por Diem Accounts)	SEP 1946
34-11	Analysis of Voucher	MAR 1947
<u>Work Sheets, Charts and Graphs</u>		
32-4	Chart (Fiscal Year _____)	JAN 1948
32-13	Personnel Requirements Work Sheet	JUN 1949
36-54	Space Survey Work Sheet	SEP 1947
36-62	Cargo Work Sheet	DEC 1947
37-34	Medical Statistics Work Sheet	FEB 1947
51-45	Location Chart	SEP 1947
51-66	Chart (Fiscal Year 194 _____)	MAY 1948
51-80	Assessment Cases and Problems	SEP 1949
55-7	Mileage Work Sheet	FEB 1948
56-28	The Daily Report - Master Contents Sheet	MAR 1947
58-8	Editorial Press Work Sheet	APR 1949
60-18	Contact Register Analysis Report	JUL 1948
60-53	Caption Report	SEP 1948
60-55	Graphic Materials Analysis Sheet - Film	APR 1949
75-1 (Tost)	Record of Infectious Diseases in Foreign Countries	JUL 1949

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STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
SF1	Printing and Binding Requisition
SF2	Leave
SF14	Telegram (7"x8")
SF14	Telegram (8"x10 $\frac{1}{2}$ ")
SF19	Bond of Indemnity
SF23	Contract - Construction
SF25	Performance Bond
SF25a	Payment Bond
SF26	Driver's Report - Accident
SF27	Investigation Officer's Report - Accident
SF28	Claim for Damages - Accident, Motor Transportation
SF32	Contract - Supplies
SF33	Invitation, Bid and Acceptance
SF36	Continuation Sheet for SF31 or SF33
SF39	Request for Certification
SF40	Contract for Telephone Service
SF50	Changes in Civilian Personnel
SF51	Report of Efficiency Rating
SF52	List of Efficiency Ratings
SF57	Application for Federal Employment
SF58	Continuation Sheet for SF57
SF60	Application for Federal Employment (Short Form)
SF61	Oath of Office, Affidavit
SF66	Inquiry Regarding Status, Veteran Preference, and/or Service
SF68	Notice of Official Efficiency Rating
SF71	Application for Leave
SF75	Position Description
SF75a	Guide to Position Classifiers, Employers, Supervisors for the Preparation of Position Descriptions
SF78	Certificate of Medical Examination
SF103	Application for Service Credit
SF105	Obligations, Benefits and Privileges of Membership in the United States Civil Service Retirement System
SF113	Monthly Report of Federal Civilian Employment
SF113a	Quarterly Report of Federal Civilian Employment
SF1012	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel
SF1012a	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel - Memorandum
SF1012b	Schedule of Expenses and Itinerary of Traveler
SF1012c	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel - Continuation Sheet
SF1012d	Receipt for Cash - Subvoucher

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STANDARD FORMS STOCKED IN CIA

FORM NO.

TITLE

SF1014a	General Ledger
SF1015a	Allotment Ledger
SF1015b	Allotment Ledger - Copy
SF1016	Distribution Ledger
SF1017g	Journal Voucher
SF1034	Public Voucher for Purchases and Services Other Than Personal
SF1034a	Public Voucher for Purchases and Services Other Than Personal - Memorandum
SF1035	Public Voucher for Purchases and Services Other Than Personal - Continuation Sheet
SF1035a	Public Voucher for Purchases and Services Other Than Personal - Continuation Sheet
SF1036	Statement and Certificate of Award
SF1038	Application for Advance of Funds for Travel Expenses
SF1044	Schedule of Collections
SF1046	Schedule of Transfers - Special Deposits
SF1048	Public Voucher for Refunds - Memorandum
SF1049	Public Voucher for Refunds
SF1050	Public Voucher for Refunds - Memorandum
SF1055	Application for Payment of Amounts Due Deceased or Incompetent Civilian Employees, Officers and Enlisted Men in the Military Service, and Public Creditors of the United States
SF1062	Government Bill of Lading - Extra Sheet
SF1067	Public Voucher for Transportation of Passengers
SF1067a	Public Voucher for Transportation of Passengers
SF1067b	Public Voucher for Transportation of Passengers
SF1067c	Public Voucher for Transportation of Passengers
SF1069	Voucher for Allowances at Foreign Posts of Duty
SF1069a	Voucher for Allowances at Foreign Posts of Duty - Memorandum
SF1070	Schedule for Retirement and Disability Fund Credits
SF1080	Voucher for Transfers between Appropriations and/or Funds
SF1080a	Voucher for Transfers between Appropriations and/or Funds - Memorandum (Disbursement)
SF1080b	Voucher for Transfers between Appropriations and/or Funds - Blue (Collection)
SF1080c	Voucher for Transfers between Appropriations and/or Funds - Green (Collection)
SF1095	Summary Statement of Disbursement and Collections by Appropriation Limitations
SF1096	Schedule of Voucher Deductions
SF1097	Adjustment Voucher to Effect Correction of Errors
SF1097a	Adjustment Voucher to Effect Correction of Errors - Memorandum
SF1098	Schedule of Canceled Checks

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STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
SF1103	U. S. Government Bill of Lading - Original
SF1103a	U. S. Government Bill of Lading - Memorandum
SF1104	U. S. Government Bill of Lading - Shipping Order
SF1105	U. S. Government Freight Waybill - Original
SF1106	U. S. Government Freight Waybill - Carrier's Copy
SF1108	Certificate in Lieu of Lost U. S. Government Bill of Lading - Original
SF1108a	Certificate in Lieu of Lost U. S. Government Bill of Lading - Memorandum
SF1113	Public Voucher for Transportation Charges
SF1113a	Public Voucher for Transportation Charges - Memorandum
SF1116	Statement of General Accounts Balances
SF1117	Schedule of Balances Showing Status of Appropriations
SF1118	Statement of Apportionments and Allotment Accounts by Appropriations
SF1128	Pay Roll for Personal Services
SF1128a	Pay Roll for Personal Services - Memorandum
SF1129	Voucher for Petty Purchases
SF1129a	Voucher for Petty Purchases - Memorandum
SF1129b	Voucher for Petty Purchases - Continuation Sheet
SF1129c	Voucher for Petty Purchases - Continuation Sheet (Memorandum)
SF1130	Time and Attendance Report
SF1137	Leave Record

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CIVIL SERVICE FORMS STOCKED IN CIA

FORM NO.

TITLE

CS12	Proof of Residence
CS1769	Affidavit as to Members of Family in Government Service
CS2803	Individual Retirement Record
CS2806-1	Designation, Change or Revocation of Beneficiary
CS2806-3	Notice of Correction of Individual Retirement Record
CS2807	Register of Separations and Transfer
CS2807-1	Register of Adjustments
CS2807-2	Annual Summary of Retirement Fund Transactions
CS3000	Retirement Death Claim
CS3001	Application for Retirement Annuity
CS3002	Application for Retirement on Account of Disability
CS3005	Application for Refund of Retirement Deductions

MISCELLANEOUS FORMS STOCKED IN CIA

Treasury Department Forms

W-4	Employee's Withholding Exemption Certificate
1737	Bond Issuance Schedule - United States Savings Bonds - Series E
1737a	Bond Issuance Schedule - United States War Savings Bonds - Series E
6569	Power of Attorney by Individual for the Collection of Checks Drawn on the Treasurer of the United States

Department of the Army Forms

AGO-WD17	Requisition for Publications and Blank Forms
WD43	Individual Earnings Record
WD44	Pay Roll for Personal Services (Civilian Employees)
WD44a	Pay Roll for Personal Services - Continuation Sheet
WD44b	Pay Roll for Personal Services - Memorandum
WD44c	Pay Roll for Personal Services - Memorandum - Continuation Sheet
WD58	Pay Roll Change Slip
WD60	Pay Roll Certification Control
WD61	Individual Earnings Records Summary Control
WD62	War Savings Bonds Control

Federal Works Agency Forms

10-292	Request for Work to be Performed
BM68	Property Pass

Government Printing Office Forms

R2390	Order for Standard Forms or Supplies
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~~CONFIDENTIAL~~

NO. 34

3 October 1946

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CENTRAL INTELLIGENCE AGENCY
INSTRUCTION
C. I. G. ADMINISTRATIVE ORDER NO.

FORMS CONTROL AND STANDARDIZATION PROCEDURE

1. Authority

The Budget Section, Finance Division, Personnel and Administrative Branch, is vested with the authority to review and control the use, application and reproduction of forms to be used by C.I.G. and the standardization of procedures in connection with the use of such forms.

2. Reproduction

Requests for new or additional quantities of existing forms will be forwarded to the Budget Section, together with Form 36-2, "Reproduction Acquisition", in duplicate. Requests for reproduction of forms will not be honored without the prior approval of the Budget Section.

3. Preparation of Forms and Procedures

The Budget Section offers the assistance of qualified personnel in the preparation of new forms and the devising of procedures to be used in the application of such forms. In instances where a new procedure is to be established, or where new forms are to be prepared, the Budget Section should be advised in order that they may supervise and assist in this connection. New procedures will not be issued in the form of Administrative Orders or Instructions until the procedures or instructions have been reviewed by the Budget Section and cleared by the Interdepartmental Coordinating and Planning Staff.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:
 RENUMBERED PER C.I.A. GENERAL ORDER NO. [REDACTED]

Per [REDACTED]

Colonel, CAC
 Executive for Personnel and Administration
 EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL
 CANCELLED OR SUPERSEDED

6/3/47

STATINTL

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

3 June 1948

SUBJECT: CIA Forms.

STATINTL

Rescinds Administrative Instruction No. [REDACTED] dated 3 October 19[REDACTED]

1. Requests for new and revised forms should be submitted to the Executive for Administration and Management on Form No. 30-11, "Request for Approval of Forms" (see attachment), together with draft of proposed form and "Reproduction Requisition," Form No. 36-2. "Requests for Supplies, Equipment or Service," Form No. 36-7, will be used in lieu of Form No. 36-2 when procurement is to be made from outside sources.

2. Assistant Directors and Staff Chiefs are responsible for insuring appropriate coordination prior to submission of proposed forms for final action. This coordination should provide for maximum utilization and standardization for intra-office or intra-agency use, including elimination of unnecessary or essentially duplicate current forms.

3. The Management Branch, A&M, will provide procedural and format assistance in development and utilization of proposed forms.

4. Requests for forms stocked by Services Branch, A&M, will be submitted directly to the Supply Division, Services Branch, on Form No. 36-7.

5. All offices which maintain an exclusive inventory of forms will submit Form No. 36-2 or Form No. 36-7, as appropriate, to the Management Branch, A&M, when reordering such forms.

6. Two finished copies of all new or revised forms will be forwarded to the Management Branch by:

a. Reproduction Division, Services Branch - when forms are reproduced within CIA.

b. Supply Division, Services Branch - when forms are obtained from outside sources for central stocking within CIA.

c. Using Offices - when Forms are ordered from outside sources and stocked only within the using office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive for
Administration and Management

Attachment

DISTRIBUTION: A

REQUEST FOR THE APPROVAL OF FORMS					
NOTE: See instructions on reverse side.		PROPOSED EDITION		TYPE OF FILE	
TITLE OF FORM		<input type="checkbox"/> NEW	<input type="checkbox"/> VISIBLE	<input type="checkbox"/> BINDER	
		<input type="checkbox"/> REVISED	<input type="checkbox"/> VERTICLE	<input type="checkbox"/> FOLIOER	
NUMBER AND EDITION DATE OF EACH FORM SUPERSEDED			SUPPLY OF CURRENT FORMS		
			<input type="checkbox"/> TO BE USED	<input type="checkbox"/> NOT TO BE USED	
JUSTIFICATION PUBLISHED AUTHORITY DIRECTING USAGE; PROCEDURAL PURPOSE; SPECIFIC ORGANIZATIONAL UNIT INITIATING THE FORM; NUMBER OF COPIES IN WHICH PREPARED AND THEIR DISPOSITION					
COORDINATED FOR STANDARDIZED APPLICATION <input type="checkbox"/> YES <input type="checkbox"/> NO		CONCURRENCES (Intra-agency using offices or officials) *			
REMARKS:			SIGNATURE DATE *		
*Use reverse side if necessary					

FORM NO. 30-11
JUN 1948

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DEC 16 1949

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ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

25X1A

14 December 1949

SUBJECT: Forms Control and Standardization.

25X1A

RESCISSION: Administrative Instruction No. [REDACTED], dated 3 June 1948.

1. The CIA forms control and standardization program is designed to promote procedural efficiency, eliminate duplication of forms, achieve economies in the procurement, stocking, and distribution of forms and reduce the man-hours required to process them.

2. A form is a printed or reproduced document with blank spaces provided for inserting specific information. A "form letter" is a letter printed or reproduced to furnish information for repeated mailings or one mailing to numerous destinations. Form letters with or without blank spaces are considered forms for the purposes of this directive.

3. The Management Staff is responsible for:

a. Reviewing, recording and approving requests for the use, reproduction, or procurement of all Agency forms.

b. Registering and assigning identification to forms.

c. Establishing and applying design and specification standards to forms.

d. Analyzing forms for essentiality, purpose, content, simplification, consolidation, standardization, and related procedures.

e. Furnishing technical assistance in designing forms.

f. Making recommendations in connection with the procurement, storage and distribution of forms.

g. Initiating surveys for the purpose of eliminating unnecessary forms.

h. Clearing with the other agencies on matters pertaining to their forms used by the Agency.

i. Evaluating the forms control and standardization program.

4. The classes of forms used in CIA are:

a. CIA Forms - Approved by the Management Staff for use of the Agency.

b. Standard Forms - Approved by the Bureau of the Budget or the General Accounting Office for the mandatory use of other agencies.

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c. Civil Service Forms - Prescribed by the Civil Service Commission for the use of all Federal agencies in the administration of civilian personnel.

d. Miscellaneous Forms - Developed within and approved by other agencies which cannot accurately be classified under a, b, or c above but which are authorized for use of CIA.

* 5. Assistant Directors and Staff Chiefs are responsible for insuring appropriate coordination on proposed forms and providing for maximum utilization and standardization for intra-office or intra-agency use. Where possible new forms will eliminate essentially duplicate current forms.

6. Requests for new or revised forms shall be submitted to the Management Staff on Request for Approval of Forms (Form No. 30-11) with a draft of the proposed form and Reproduction Requisition (Form No. 36-2). Request for Supplies, Equipment, or Service (Form No. 36-7) shall be submitted in lieu of Form No. 36-2 when procurement is made outside the Agency.

7. The printing, reproduction, procurement or use of forms within the Agency is prohibited without the prior approval of the Management Officer. Two copies of improvised forms currently used shall be submitted with Form No. 30-11 to the Management Officer for approval.

8. Requests for the discontinuance of approved forms shall be submitted to the Management Officer by the office which initially requested approval.

9. A functional list of all approved CIA forms and a numerical list of all non-CIA forms currently stocked in the Supply Division are attached as an appendix. An amendment to the list will be issued each quarter. A revised list will be issued on 1 July of each year.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED] 25X1A

Captain, USN / /
Executive

ATTACHMENTS: 4

Appendix

1. Functional Index for CIA Forms
2. Functional Listing of Approved CIA Forms
3. List of Standard Forms Stocked in CIA
4. List of Civil Service Forms and Miscellaneous Forms

DISTRIBUTION: A

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A P P E N D I X

L I S T O F A P P R O V E D F O R M S

C U R R E N T L Y U S E D I N C I A

ADMINISTRATIVE INSTRUCTION [REDACTED]

25X1A

31 OCTOBER 1949

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FUNCTIONAL INDEX FOR CIA FORMS

SUBJECT	PAGE NUMBER
Accounting, Accounts and Audits	1.
Action	1.
Allotments and Allocations	1.
Applicants, Applications, Appointments, Personnel and Personal Data	1.
Approvals	1.
Attendance and Leave	2.
Charge-Out and Filing Devices	2.
Check Sheets	2.
Clearances	2.
Coding	3.
Contact, Liaison and Interview	3.
Contracts and Agreements	3.
Control and Follow-Ups	4.
Damage, Destruction, Salvage and Loss	4.
Distribution, Delivery and Disposition	5.
Examinations and Tests	5.
File Slips	6.
Indebtedness	6.
Information Requests, Reports and Records	7.
Instructions	8.
Inventories	8.
Letterheads	8.
Logs and Registers	8.
Mail, Courier and Messongor	9.
Medical	9.
Obligations	10.
Orders	10.
Passes, Pass and Admission Records	10.
Pay Roll and Time Records	11.
Production	11.
Purchase	11.
Receipts and Receiving	11.
Recruitment	11.
Reference Index	12.
Reports and Statements	12.
Requirements	12.
Requisitions and Requests	13.
Rosters and Strength Reports	13.
Routing, Signature and Memo Sheets and Slips	14.
Schedules	14.
Status	14.
Surveys, Studies, Investigations and Inspections	15.
Telecommunications	15.
Training	17.
Transfers	17.

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FUNCTIONAL INDEX FOR CIA FORMS

SUBJECT	PAGE NUMBER
Transmittals	18.
Travel, Transportation and Shipping	18.
Vouchers	19.
Work Sheets, Charts and Graphs	19.

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Accounting, Accounts and Audits</u>		
33-16	Accounting by Individual for Advance	JUN 1949
33-18	Post Allowance Audit Card	FEB 1948
34-13	Postage Stamp Disposition Record and Summary Report	OCT 1949
34-102	No Title - Request to carrier for rebilling of Transportation Request because of unused portion of ticket.	JUN 1949
34-103	No Title - Request for clarification to permit prompt settlement of billing (Bond)	JUL 1948
34-103	No Title - Request for clarification to permit prompt settlement of billing (Tissue)	JUL 1948
34-104	Request for Information Relative to Disposition of Certified Voucher Covering Account	OCT 1948
36-88	Reconciliation Card	JUL 1949
57-13	Cash Journal	JAN 1948
59-4	Financial Status of Project	JUN 1949
<u>Action</u>		
37-1	Confidential Funds Personnel Action	AUG 1949
37-3	Personnel Action Request	JUL 1949
37-14	Placement Action Slip	FEB 1949
37-65	Personnel Action Route Slip	JUN 1949
37-109	Personnel Action Transmittal Memorandum	JUN 1947
37-111	Canceled Personnel Action	SEP 1949
<u>Allotments and Allocations</u>		
32-5	Advice of Allotment Authorization	AUG 1948
32-7	Request for Change in Allotment	NOV 1947
33-20	Report on Expenditures and Budget Allocations	MAR 1948
59-2	Excerpt of Financial Data	JUN 1949
59-5	OPC Administrative Allotment Advice	JUN 1949
59-5	OPC Administrative Allotment Advice (Tissue)	JUN 1949
<u>Applicants, Applications, Appointments, Personnel and Personal Data</u>		
23-1	Applicant Record Card	NOV 1947
33-2	Foreign Duty Data Sheet	MAR 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
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Applicants, Applications, Appointments, Personnel and Personal Data (cont)

33-11	Oath of Office	DEC 1946
36-39	Application for Parking	FEB 1947
37-20	Service Record Card - White	FEB 1948
37-32	Within Grade Promotion Record	JUN 1947
37-38	Housing Application	JUL 1947
37-49	Applicant Data Form	JUL 1948
37-50	Personnel Data Form	JUL 1948
37-58	Military Record	APR 1949
37-105	Periodic Pay Increase Report	OCT 1949
38-1	Personal History Statement	SEP 1948
38-1A	Personal History Statement - Appendix 1	AUG 1948
38-35	Application for Employment	JUL 1948
38-39	Notice of Fingerprinting	SEP 1949
51-24	Personal History	JUN 1949
51-105	No Title - Letter of Appointment (Unvouchered Employees)	JUN 1948
56-65	Employee's Information Form - Field	MAR 1948
56-67	Employee's Information Form - Departmental	AUG 1948

Approvals

10-1	Advice of Project Action	JUN 1948
38-101	Security Approval	MAY 1949

Attendance and Leave

35-30	Duty Status Report	JUN 1949
35-22	Bi-Weekly Attendance Record	MAR 1947
38-29	Attendance Report	DEC 1947
56-25	Daily Attendance Record - Voice Monitoring Section	MAR 1947

Charge-Out and Filing Devices

35-13	Document Charge-Out Slip	NOV 1946
35-24	Serial Removal Form	APR 1947
35-26	Abstract Charge-Out Slip	APR 1947
35-28	File Charge-Out Slip	FEB 1949

Check Sheets

38-7	Security Check Sheet	JAN 1948
38-8	Staff Duty Officer's Check List	JUN 1948
56-14	The Daily Report - Stencil Check Sheet	APR 1947
70-22	Final Checking Record	FEB 1943

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
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Clearances

20-2	Record Card	JUN 1948
27-101	No Title - Office Memorandum	MAR 1949
34-30	Final Payment Clearance Sheet	FEB 1949
37-31	Medical Clearance (Military)	JAN 1947
37-104	Request for Security Clearance	MAY 1949
37-105	Periodic Pay Increase Report	OCT 1949

Coding

29-22	Graphic Materials Coding Sheet - Books	FEB 1948
29-28	Foreign Industrial Transcript Sheet	MAY 1948
30-9	Graphic Materials Coding Sheet - Maps	DEC 1947
38-47	Security Information Card	MAR 1949
60-23	Master Card Data	MAY 1949
60-47	Graphics Register Analyses Sheet - Spot Photography and Personalities	NOV 1948
60-49	Individual Code Sheet	AUG 1948
60-49A	Organization Code Sheet	SEP 1948
60-55	Graphic Materials Analysis Sheet - Film	APR 1949
60-59	Biographical Code Sheet	DEC 1948
60-61	Product Transcript Sheet - Card No. 3	JAN 1949
60-66		
(Test)	Employee Status Change Card	JUL 1949
60-67	Industrial Register Transcript Sheet No. 1	JUL 1949
70-30	Map Catalog Card	MAY 1948
70-48	Shipping Record	OCT 1949

Contact, Liaison and Interview

37-13	Personnel Relations Interview Record	FEB 1947
38-32	Investigative Liaison Record	MAR 1949
39-1	Report of Interview	NOV 1946
51-33	Liaison - Contact Card	JUN 1947
51-35	Contact Locator Card	JUN 1947
51-46	State-Control Record Card-White	OCT 1947
51-46	State-Control Record Card-Blue	OCT 1947
57-19	OO/C Case Sheet	FEB 1949
60-56		
(Test)	International Travelers Arriving and Departing U.S.A.	
60-63	Record of Liaison Contact	DEC 1948
70-46	Data on Exchange	APR 1949
		OCT 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Contracts and Agreements</u>		
36-35	Informal Agreement for Services	JAN 1947
36-45	General Contract Conditions	MAY 1947
37-39	Release	OCT 1949
37-53	Personal Service Contract	APR 1949
38-33	Secrecy Agreement	APR 1948
51-39	Bill of Sale	JUN 1947
51-40	Declaration of Trust	JUN 1947
51-104	No Title - Employment Agreement	JUN 1948
55-104	No Title - Employment Agreement	JUN 1948
<u>Control and Follow-Ups</u>		
29-23	Block Control Sheet	JUN 1948
30-5	Table of Organization	MAR 1948
32-1	Form Control Card	NOV 1948
32-8	Position Control Ledger	APR 1947
32-9	Alphabetical Form Control Card	MAY 1947
32-12	Position Control - White	JUL 1949
32-12	Position Control - Blue	JAN 1948
35-21	SFD-SMU Posting Control	MAR 1948
35-53	Project/Contract Control Card	NOV 1948
35-54	Contract Payment Control Card	DEC 1948
35-58	Important Notice	JUN 1949
36-13	Accounts Control Register	OCT 1946
36-14	Stock Control Card	OCT 1946
36-14A	Stock Control Card	FEB 1948
36-15	Voucher Register	OCT 1946
36-25A	Supply Record Card	JUL 1949
36-32	Daily Gasoline and Oil Consumption	DEC 1947
36-34	Contractor's File Card	JAN 1947
36-44	Non-Expendable Property Record	JAN 1948
36-46	Dispatcher's Record	DEC 1947
36-47	Chauffeur's Record	NOV 1947
36-48	Identification Control Card	JUL 1947
36-55	Contract Record	SEP 1947
36-59	Vehicle Repair Record	NOV 1947
36-87	Replenishment of Stock Record	JUN 1949
36-89	Vehicle Record	OCT 1949
37-15	Position Control Card - White	OCT 1948
37-15	Position Control Card - Salmon	OCT 1948
37-54	Follow-Up Slip	NOV 1948
37-63	Personnel Processing Control Card	MAY 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Control and Follow-Ups (cont)</u>		
37-69	Approved Positions	SEP 1949
38-27	Open - Safe Label	DEC 1947
38-40	Physical Security Control Card	JUN 1948
51-48	Status Control Card	APR 1949
51-55	Letter Card	JAN 1948
51-56	Document Card	JAN 1948
51-74	Document Control Card	FEB 1949
51-79	Stock and Allocation Record	JUL 1949
57-20	Index Section Control Slip	MAR 1949
58-10	Project Record Card	OCT 1949
58-11	Periodical Record Card	SEP 1949
59-1	OPC Project Control	NOV 1948
60-41	CIA Library Control Slip	JUL 1949
60-57	Batch Control Sheet	JUL 1949
60-60	Information Control Sheet	DEC 1948
60-62	Document Index Control Sheet	FEB 1949
60-65	Graphic Materials Record	JUL 1949
60-68	Publication Supply Record	SEP 1949
70-17	Progress Card	DEC 1947
70-24	Drafting Room Record	FEB 1948
70-26	Office Map Record	FEB 1948
70-31	Base Map Progress Chart	APR 1948
70-32	Overlay Progress Chart	APR 1948
70-37	Loan Record Card - White	JUN 1948
70-37	Loan Record Card - Buff	JUN 1948
70-41	Map Request Routing Sheet	NOV 1948
70-47	Follow-Up Requirements - SO	OCT 1949
70-47A	Follow-Up Requirements - OO/C	OCT 1949
<u>Damage, Destruction, Salvage and Loss</u>		
35-18	No Title - Certification of Destruction of Document	NOV 1947
35-59	Destruction Report Card	AUG 1949
36-42	Voluntary Payment for Public Property	MAY 1947
36-82	Certificate of Droppage - Expendable Supplies	DEC 1948
<u>Distribution, Delivery and Disposition</u>		
35-21	Distribution Record File Card	MAR 1947
36-10	Combination Stock Record, Receiving and Property Issue Form	APR 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
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Distribution, Delivery and Disposition (cont)

36-21	Authorization for Pick-Up and Delivery	JUL 1948
36-29	Notice of Delivery	JAN 1947
36-102	Letter No. 1 - Inquiry as to overdue delivery.	AUG 1949
36-102A	Letter No. 2 - Inquiry as to overdue delivery.	AUG 1949
36-108	Letter No. 3 - Inquiry as to mailing date of periodicals not received.	AUG 1949
70-28	Primary Distribution Record	FEB 1948
70-33	Map Delivery Record	MAY 1948
70-45	Map Printing and Distribution Record	AUG 1949

Examinations and Tests

37-42	Test Record Card	SEP 1949
37-43	Test Data Report Form	DEC 1947
37-45	Clerical Aptitude	APR 1948
37-46	Shorthand Test Sheet	MAY 1948
37-51	Checklist and Score Sheet for Road Test in Traffic	AUG 1948
37-70	Report of Qualifications	SEP 1949

File Slips

29-19	Library File Slip - Green	JAN 1948
35-1	File and Routing Slip	JAN 1949
35-31	Abstract File Slip - White	APR 1947
35-31	Abstract File Slip - Yellow	APR 1947
35-31	Abstract File Slip - White and Blue	APR 1947
35-31	Abstract File Slip - White, Blue and Green	APR 1949
35-31	Abstract File Slip - Yellow and Pink	APR 1947
35-31	Abstract File Slip - Reference Index - I&S	AUG 1949
38-62	Abstract File Slip - Reference Index - I&S	DEC 1947
60-16	Cross Reference Slip	AUG 1948
70-4	File Slip - Unclassified	AUG 1948
70-5	File Slip - Classified	AUG 1948

Indebtedness

34-21	Bill for Collection	OCT 1949
34-21	Bill for Collection - Tissue	MAR 1947
34-22	Statement of Details	APR 1947
34-25	Claim for Refund	JUN 1947

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Information Requests, Reports and Records</u>		
25X1A	37-4 Service Record Information	OCT 1948
	37-6 Personnel Information	JUL 1949
	51-4 Information Report	JAN 1947
	51-4A Information Report	SEP 1948
	51-4A-1 Information Report	DEC 1948
	51-4B Information Report	DEC 1948
	51-4C Information Report	DEC 1948
	51-5 Information Report - External Survey Detachment	DEC 1948
	51-14 Information Directive	OCT 1949
	51-15 Evaluation Record	JUN 1949
	51-25 Grading Sheet	AUG 1947
	51-58 Field Information Report Sheet	JAN 1947
	51-59 Operational and Source Data Sheet	FEB 1948
	51-61 Information Report	FEB 1948
	51-61A Information Report	MAY 1949
	51-76 OSO Preliminary Response to OCD	MAR 1949
	51-77 Information Report	JUN 1949
	55-8 Assessment Sheet	JAN 1949
	55-101 Assignment of Collection Action	MAY 1947
	57-6 Organization Activity Record	APR 1947
	57-14 Process Sheets for [REDACTED] Reports	MAY 1948
	57-15 Reports Record Card	MAY 1948
	57-16 Process Sheet for QO/C Cases	JUL 1948
	57-22 Case Status Report	MAY 1949
	58-3 ICF Sheet - 8"x10 ¹ "	JUL 1948
	58-3A ICF Sheet - 5"x8"	JUL 1948
	58-5 Project Record Card	DEC 1948
	58-6 Project Record A	APR 1949
	58-7 Project Record B	APR 1949
	58-8 Editorial Press Work Sheet	APR 1949
	60-1 Request for Intelligence Information	APR 1948
	60-3 Information Dispatch Slip	FEB 1947
	60-6 C.D. Kardex Record	MAY 1948
	60-34 ICF Card - Duplimat	JUL 1949
	60-58 Biographical Information Sheet	DEC 1948
	60-58A Biographical Information Sheet - Continuation Form	JAN 1949
25X1A	60-58B Biographical Information Card - [REDACTED]	JUN 1949
	60-60 Information Control Sheet	DEC 1948
	60-64 Biographic Report	MAY 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Information Requests, Reports and Records (cont)</u>		
60-101	No Title - CD Letter Pack	JAN 1949
70-10	Intelligence Information Report Grading Sheet	MAY 1949
70-34	Personnel Reporting Form	MAY 1948
70-35	Organization Reporting Form	MAY 1948
70-44	ORE Report 15-49 Supplement - Duplimat	JUN 1949
<u>Instructions</u>		
29-5	ICF Reproduction Instructions	DEC 1947
60-71	Consolidation Instructions	OCT 1949
70-23	Revision and Rerun Record	FEB 1948
<u>Inventories</u>		
35-57	Semi-Annual Inventory Report	JUN 1949
36-16	Report of Inventory Adjustment	OCT 1946
36-19	Property Inventory Record	JUN 1949
36-83	Stock Card	JAN 1949
<u>Letterheads</u>		
51-28	No Title - Official Dispatch (White)	MAR 1949
51-28A	No Title - Official Dispatch (Blue)	MAR 1949
51-29	No Title - Official Dispatch (Yellow)	JUN 1949
<u>Logs and Registers</u>		
35-19	Log	FEB 1947
35-32	Outgoing Cable Control Sheet	MAY 1947
35-33	Incoming Cable Control Sheet	MAY 1947
35-34	Incoming Log - Secret	MAY 1948
35-35	Outgoing Log - Secret	OCT 1947
35-42	Signal Center Number Log - Out	AUG 1947
35-43	Signal Center Number Log - In	AUG 1947
35-44	Teletype Wire Sheet - Inward	
35-45	Teletype Wire Sheet - Outward	
35-46	Log - Confidential	OCT 1947
35-51	Consolidated Teletype Wire Sheet	MAY 1948
35-52	Incoming Cable Log	JUN 1948
36-69	Daily Log for GPO Work	JUL 1948
36-72	Domestic Shipping Register	JUN 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
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Logs and Registers (cont)

36-78	Record of Jobs Processed in Composing Room	JUL 1948
37-64	Reference Log Sheet, Confidential Jacket, Personnel Folder	JUN 1949
38-11	Visitor's Register Log	JAN 1947
38-14	Top Secret Log	APR 1948
51-31	Information Cable Log	MAY 1947
51-38	FPDA Reports Log No. 2	JUL 1948
51-42	Log	AUG 1947
51-52	Source Log	FEB 1948
51-64	Station Traffic Sheet	APR 1948
56-20	Cable Log - [REDACTED]	MAR 1947
57-21	Field Office Log Sheet	MAY 1949
60-7	Document Log Sheet	APR 1947
70-2	Incoming Log	APR 1949
70-3	Outgoing Log	FEB 1947
70-8	Cable Log - Secret and below.	MAY 1949
70-9	Cable Log - Top Secret	FEB 1947
70-27	Map Request Record	FEB 1948
70-40	Job and Time Log	JUN 1948

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Mail, Courier and Messenger

34-7	No Title - Check Mailing Slip	APR 1947
34-13	Postage Stamp Disposition Record and Sum- mary Report	OCT 1949
35-10	Envelope and Message Receipt	MAR 1947
35-11	Postage Slip	DEC 1948
35-16	Courier's Classified Mail Receipt	JUL 1949
35-27	Special Mail Preference Slip	APR 1947

Medical

37-7	Treatment Record Card	NOV 1946
37-26	Daily Report of Emergency Treatments and Physical Examinations	SEP 1949
37-27	Monthly Report of Emergency Treatments and Physical Examinations	JAN 1947
37-32	Report of Physical Qualifications for Duty	DEC 1948
37-47	Record of Individual Hypodermic Injections	JUL 1948
37-48	Case Record	JUL 1948
37-52	Physio-Therapy Record	OCT 1948
37-56	Health Record	NOV 1948
37-56A	Health Record - Continuation Form	NOV 1948
37-66	Motion Sickness	JUL 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.

TITLE

CURRENT
EDITION DATEObligations

32-19	Memorandum Record of Obligations	JUL 1949
34-9	Miscellaneous Obligation Record	JUN 1949
34-12	Report of Obligations and Expenditures by Object Classes	NOV 1948
34-12A	Report of Obligations and Expenditures by Object Classes - Work Sheet	AUG 1948
34-14	Report of Estimated Obligations	AUG 1949
34-15	Record of Obligations and/or Payments	JUN 1949
34-34	Record of Unliquidated Obligations	MAR 1949

Orders

33-27	Travel Order	JUL 1949
33-28	Domestic Travel Order	MAR 1949
34-4	Travel Order	MAR 1949
34-4A	Travel Order - Tissue	MAR 1949
36-1	Purchase Order	MAR 1949
36-36	Order Ticket	MAR 1949
36-58	Job Order	JAN 1947
36-65	Telephone Service Order	DEC 1947
36-77	Work Ticket	APR 1948
36-79	Supply and Work Order	JUL 1948
36-84	Work Order - Graphics	OCT 1948
		FEB 1949

Passes, Pass and Admission Records

38-4	Admission Card	MAY 1947
38-5	Forgotten Badge Record	JAN 1947
38-11	Visitor's Register Log	JAN 1947
38-19	Visitor Admittance Form	JAN 1947
38-20	Identification Badge Record	JAN 1948
38-26	Limited Pass Receipt	SEP 1947
38-31	Tabulation of Visitor Traffic	DEC 1947
38-41	Photograph Identification	NOV 1948
38-43	Admittance Sheet for Telephone Company Employees	JUL 1948
38-46	Limited Pass Record	SEP 1948
38-63	Visitor Exit Pass - Blue	JAN 1949
38-63	Visitor Exit Pass - Buff	AUG 1949
38-63	Visitor Exit Pass - Fink	AUG 1949
		AUG 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
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Pay Roll and Time Records

32-3	Request for Approval of Overtime	OCT 1949
33-22	Application for Payment of Allowances	OCT 1948
33-23	Pay Roll Journal	NOV 1948
33-24	Employee Earnings Record	NOV 1948
33-29	Pay Roll Change Notice	MAR 1949
33-103	Authority to Make Salary Deductions	OCT 1948
34-6	Pay Roll List	NOV 1948
34-24	No Title - Request to outside agency for information concerning last payment to employee transferring to CIA.	OCT 1947
34-26	Earnings Record Card - Record of Native Pay	AUG 1947
34-30	Final Payment Clearance Sheet	FEB 1949
34-31	Pay Roll Index Card	DEC 1948
34-32	Application for Allowances	DEC 1948
34-33	Schedule of Allowances	DEC 1948
36-57	Daily Time Sheet	DEC 1947

Production

37-68	Weekly Work Report	AUG 1949
56-35	Daily Production	APR 1947
60-62	Document Index Control Sheet	FEB 1949
70-21	Map Reproduction Time Record	FEB 1948
70-25	Drafting Assignment	FEB 1948

Purchase

36-1	Purchase Order	MAR 1949
36-28	Tabulation of Bids	MAY 1948
36-36	Order Ticket	JAN 1947
36-101	Invitation to Bid	JUN 1948

Receipts and Receiving

20-1	Receipt	FEB 1948
33-14	Receipt	FEB 1947
35-3	Consolidated Receipt	FEB 1949
35-10	Envelope and Message Receipt	MAR 1947
35-16	Courier's Classified Mail Receipt	JUL 1949
35-20	Consolidated Intelligence Receipt	OCT 1947
35-47	Communications Pouch Receipt	NOV 1947
36-66	Memorandum Receipt	MAR 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
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Receipts and Receiving (cont)

36-67	Receiving Report	APR 1948
38-16	Document Receipt	APR 1948
38-16A	Document Receipt - Transmittal	DEC 1948
38-26	Limited Pass Receipt	DEC 1947
51-54	Transfer Report	DEC 1947
60-65	Graphic Materials Record	JUL 1949
70-18	Library Record Slip	FEB 1948
70-29	Transmittal Record	FEB 1948

Recruitment

37-8	Recruitment Request	JUN 1949
37-61	Personnel Recruitment Status	MAY 1949

Reference Index

29-10	Report Record	DEC 1947
29-11	Miscellaneous Document Record	DEC 1947
29-20	Screen Record - National Archives	FEB 1948
30-10	Issuance Cross Reference Card	MAR 1948
34-31	Pay Roll Index Card	DEC 1948
35-30	Abstract Tabulation Card	APR 1947
35-30A	Abstract Tabulation Card	SEP 1947
35-30B	Abstract Tabulation Card	SEP 1947
35-30C	Abstract Tabulation Card	APR 1947
35-30D	Abstract Tabulation Card	APR 1947
36-81	Stock Locator Record	DEC 1948
60-69	Abbreviation Card	OCT 1949
70-16	Cross Reference Sheet	SEP 1947
70-18	Library Record Slip	FEB 1948

Reports and Statements

29-16	Scientific Report	DEC 1947
32-2	Monthly Forms Report	SEP 1946
32-18	Comparative Financial Statement	JUN 1949
34-3	Administrative Audit Difference Statement	MAR 1949
34-29	Reconciliation Statement	JAN 1948
35-39	Daily Report	JUN 1948
36-40	Moving Information Report	FEB 1947
37-33	No Title - Commander's and Medical Officer's Report	JAN 1947

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.

TITLE

CURRENT
EDITION DATEReports and Statements (cont)

37-41	Personnel Status Report	JAN 1949
37-41A	Unvouchedered Personnel Status Report	JUL 1949
37-67	Daily Security Report	JUL 1949
37-70	Report of Qualifications	SEP 1949
38-22	Security Violation Report	AUG 1949
38-42	Daily Report	JUL 1949
51-53	Status and Efficiency Report	DEC 1947
51-81	Covert IAC Personnel Status Report	QCT 1949
56-32	Report on Daily Typist Operations	MAR 1947

Requirements

32-15	Summary of Budget Estimates Fiscal Year	JUN 1949
32-16	Personal Services Estimates	JUN 1949
32-17	Non-Personal Services Estimates	JUN 1949
57-18	Request for Requirements	JAN 1949
59-3	OPC Budgetary Data	JUN 1949
70-47	Follow-Up Requirements - SO	OCT 1949
70-47A	Follow-Up Requirements - OO/C	OCT 1949

Requisitions and Requests

30-11	Request for Approval of Forms	JUN 1949
35-15	Request for Advance	JUN 1949
36-2	Reproduction Requisition	MAR 1949
36-6	Report on Status of Requisition	AUG 1949
36-7	Requisition for Supplies, Equipment, or Service	SEP 1949
36-7A	Requisition for Supplies, Equipment, or Service - Manifold	SEP 1949
36-58	Job Order	DEC 1947
36-65	Telephone Service Order	APR 1948
36-79	Supply and Work Order	OCT 1948
37-59	Request for Personnel Folder or Record Card	FEB 1949
37-62	Request for Designation	MAY 1949
38-2	Request for Credential	JUL 1949
53-9	Document Request Card	APR 1949
60-21	Request for Inter-Library Loan	MAR 1949
60-70	Request for Library Loan Service	OCT 1949
70-19	Drafting Specifications - Top Secret (Cover Sheet)	FEB 1948
70-19A	Drafting Specifications - Continuation Sheet	FEB 1948
70-20	Type Order	FEB 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Rosters and Strength Reports</u>		
32-20	Supporting Schedule for S.F. 80 and S.F. 113	AUG 1949
37-71	Overt IAC Personnel Status Report	OCT 1949
38-17	Personnel Status Report	APR 1947
57-23	Roster of Interpreters	MAY 1949
<u>Routing, Signature and Memo Sheets and Slips</u>		
15-1	Routing Slip	DEC 1948
30-4	Official Routing Slip	SEP 1947
35-1	File and Routing Slip	JAN 1949
35-2	File Slip - Standard Register (Used for routing.)	AUG 1947
35-40	Registry Routing Slip	JUL 1940
35-55	Non-CIA Message Routing and Record Sheet - Loan Copy	In Error
35-56	Non-CIA Message Routing and Record Sheet - Retain Copy	JUN 1949
36-8	Transmittal Slip	JUN 1949
36-9	Office Message	SEP 1946
36-70	Moving Tag	SEP 1946
37-9	Referral Sheet	JUN 1948
37-55	Referral Slip	AUG 1949
37-65	Personnel Action Route Slip	NOV 1948
38-13	Signature Record and Cover Sheet	JUN 1949
38-13A	Signature Record and Comment Sheet	APR 1948
38-21	Security Branch SO Routing Sheet	JUN 1949
38-34	Investigative Division Routing Slip	OCT 1947
51-9	Routing and Record Sheet - Blue (Free - Restricted - Confidential)	JUL 1949
51-10	Routing and Record Sheet - Pink (Secret)	APR 1949
51-17	Information - Cable Routing and Record Sheet	APR 1949
51-18	Confirmation - Cable Routing and Record Sheet	JAN 1947
51-19	Action - Cable Routing and Record Sheet	JAN 1947
51-23	Cable Routing and Record Sheet - Plain	JAN 1947
55-5	Internal Routing and Record Slip - 00	OCT 1949
<u>Schedules</u>		
36-60	Repair Schedule	DEC 1947
36-61	Service Schedule	DEC 1947
36-77	Work Ticket	JUL 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Schedules (cont)</u>		
36-86	Weekly Working Schedule	MAY 1949
37-28	Immunization Schedule	JAN 1947
70-42	Project Guide Sheet	JUN 1949
70-43	Cover Sheet - White	JUN 1949
70-43	Cover Sheet - Blue	JUN 1949
<u>Status</u>		
30-12	Request for Status of Forms	JAN 1949
37-35	Verification of Status	MAY 1947
37-41	Personnel Status Report	JAN 1949
37-41A	Unvouchered Personnel Status Report	JUL 1949
37-61	Personnel Recruitment Status	MAY 1949
37-71	Overt IAC Personnel Status Report	OCT 1949
38-17	Personal Status Report	APR 1947
51-36	Status Card	JUN 1947
51-81	Covert IAC Personnel Status Report	OCT 1949
<u>Surveys, Studies, Investigations and Inspections</u>		
32-14	Budget Analyst Record	JAN 1949
36-18	Survey Report	MAR 1949
36-18	Survey Report - So	JAN 1948
37-36	Analysis of Efficiency Ratings	MAY 1947
38-18	Analysis Sheet	MAY 1947
38-24B	No Title - Name Check	MAR 1949
38-48	Name Check - Priority	MAY 1949
38-48A	Name Check - Non-Priority	MAY 1949
38-61	Request for Applicant Name Check	OCT 1949
38-102	Report of Night Inspection	AUG 1949
38-103	Request for Investigation	FEB 1949
38-104	No Title - Memorandum for transmitting results of covert name check. (White)	MAR 1949
38-104	No Title - Memorandum for transmitting results of covert name check. (Blue Tissue)	MAR 1949
60-48	Machine Utilization	AUG 1948
<u>Telecommunications</u>		
35-4	Classified Message - Ditto Master	DEC 1948
35-5	Incoming Classified Message - Restricted (White)	MAR 1948
35-5	Incoming Classified Message - Confidential (White)	APR 1947

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Telecommunications (cont)</u>		
35-5	Incoming Classified Message - Secret (White)	APR 1947
35-5	Incoming Classified Message - Top Secret (White)	APR 1947
35-5	Incoming Unclassified Message - Plain Text (Green)	AUG 1948
35-5	Incoming Classified Message - Restricted (Yellow)	MAR 1948
35-5	Incoming Classified Message - Confidential (Yellow)	AUG 1948
35-5	Incoming Classified Message - Secret (Yellow)	DEC 1947
35-5	Incoming Classified Message - Top Secret (Yellow)	OCT 1947
35-6	Outgoing Classified Message - Restricted (Pink)	MAR 1948
35-6	Outgoing Classified Message - Confidential (Pink)	OCT 1947
35-6	Outgoing Classified Message - Secret (Pink)	DEC 1947
35-6	Outgoing Classified Message - Top Secret (Pink)	JAN 1948
35-7	Outgoing Classified Message - White	JUN 1948
35-7	Outgoing Classified Message - Blue	JUN 1948
35-15	No Title - Message Center Dummy Copy	DEC 1947
35-36	Incoming Classified Message - Yellow	JUN 1947
35-36	Incoming Classified Message - White (Tissue)	JUN 1947
35-37	Outgoing Classified Message - Pink	JUN 1947
35-37	Outgoing Classified Message - Pink (Tissue)	JUN 1947
35-38	Outgoing Classified Message - Blue	JUN 1947
35-39	Daily Report	JUN 1948
35-48	No Title - Message Center Dummy Copy (Blue)	DEC 1948
35-49	Signal Center Copy - Incoming Message (Green)	MAR 1948
35-50	Classified Message - Temporary Copy	APR 1948
36-65	Telephone Service Order	APR 1948
51-68	Daily Record of Outgoing Messages	JUL 1948
51-69	Summary Sheet	AUG 1948
51-70	Traffic Summary	AUG 1948
56-18	Teletype Number Sheet	MAR 1947
56-19	Teletype Number Sheet - [REDACTED]	MAR 1947
56-21	Four Hour Traffic Check	MAR 1947
56-22	Headings for [REDACTED]	MAR 1947
STATINTL	56-26 Cruising Report - White	OCT 1949
STATINTL		

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C.I.G. Administrative Institutions [REDACTED]

2612

CONFIDENTIAL

Approved for Release 2001/01/02 : CIA-RDP81-0728S001000200480

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Telecommunications (cont)</u>		
56-26A	Cruising Report - Green	OCT 1949
56-26B	Cruising Report - Yellow	OCT 1949
56-26C	Cruising Report - Blue	OCT 1949
56-26D	Cruising Report - Salmon	OCT 1949
56-26E	Cruising Report - Buff	OCT 1949
56-35	Daily Production	OCT 1949
56-44	Moscow Commentaries for _____ Year _____	APR 1947
56-49	Line Schedules - White	JUN 1947
56-49	Line Schedules - Salmon	AUG 1947
56-49	Line Schedules - Buff	AUG 1947
56-55	Number Seats for "B" Wire	OCT 1947
56-56	Monitoring Schedule	NOV 1947
56-57	Headings for Cables [REDACTED]	NOV 1947
56-58	Headings for Cables [REDACTED]	NOV 1947
56-59	Headings for Cables [REDACTED]	NOV 1947
56-60	Headings for Cables [REDACTED]	NOV 1947
56-61	Number Sheet for "B" Wire - Able and Baker Circuits No. 201 to 400	DEC 1947
56-66	Reception Log	AUG 1948
56-68	Set-Up Log - White	JUL 1949
56-68	Set-Up Log - Green	JUL 1949
56-68	Set-Up Log - Blue	JUL 1949
56-68	Set-Up Log - Salmon	JUL 1949
56-68	Set-Up Log - Buff	JUL 1949
56-69	Equipment Failure Report	JUL 1949
56-70	Station Log	JUL 1949
56-71	Monitoring Report	JUL 1949
56-72	Engineer's Watch Report	JUL 1949
<u>Training</u>		
51-1	Training Request Form	JAN 1948
51-16	Training Evaluation	JAN 1947
51-16	Training Evaluation - Tissue	JAN 1947
51-71	Trainee Battery Form	NOV 1948
51-72	Battery Ratings	DEC 1948
51-75	Training Record	FEB 1949
<u>Transfers</u>		
35-3	Personnel Transfer and Clearance Sheet	SEP 1946
36-24	Property Turn-In and Transfer Slip	JUN 1948
37-110	Personnel Transfer Letter	FEB 1949
60-52	Records Transfer Request	SEP 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
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Transmittals

33-101	No Title - Check Transmittal Memorandum	JUN 1949
33-102	No Title - Memorandum	JUN 1949
34-101	No Title - Memorandum Requesting Additional Information and/or Corrections in Connection with Travel Voucher	JUN 1949
36-38	No Title - Reference to Parking Permit	DEC 1946
37-109	Personnel Action Transmittal Memorandum	FEB 1947
51-106	No Title - Transmittal Memorandum	JUN 1947
60-46	Transmittal Sheet	NOV 1948
70-29	Transmittal Record	FEB 1948
70-38	Transmittal List	MAR 1949

Travel, Transportation and Shipping

33-27	Travel Order	JUL 1949
33-28	Domestic Travel Order	JAN 1949
34-2	Travel Expense Record	AUG 1949
34-4	Travel Order	MAR 1949
34-4A	Travel Order - Tissue	MAR 1949
34-5	Request for Travel Order	MAR 1949
34-16	No Title - CIG Memorandum Copy for Travel Request, S. F. 1030	JUN 1948
34-17	Travel Order Amendment	DEC 1946
34-19	Identification Card Record	DEC 1946
34-20	Transportation Request Receipt	JAN 1947
36-4	Request for Overseas Shipment of Cargo	MAR 1949
36-5	Request for Pick-Up and Delivery Preparatory for Overseas Shipment	SEP 1946
36-11	Final Instructions for Overseas Travel	SEP 1946
36-27	Request for Movement of Family and Household Effects	SEP 1946
36-72	Domestic Shipping Register	DEC 1946
36-85	Shipping Document	JUN 1948
36-85	Shipping Document - Back	APR 1949
37-60	Foreign Travel Request	APR 1949
38-49	Transportation of Household and Personal Effects and Automobiles	FEB 1949
38-50	Travel History	JUL 1949
51-78	Geographical Cargo Reference Card	JUL 1949
51-103	Request for Shipping Instructions	JUN 1949
70-48	Shipping Record	DEC 1947
		OCT 1949

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OPTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
<u>Vouchers</u>		
32-11	Journal Voucher for Allotment of Funds for Personal Services	DEC 1947
33-5	Voucher for Payment of Individual Pay Roll and/or Cost of Living Allowances	MAY 1948
33-10	Special Funds Voucher	OCT 1947
33-12	Travel Voucher	JUN 1949
33-17	Reimbursement Voucher for Purchase and Services Other Than Personal	JUL 1949
34-1	Record of Voucher (For Per Diem Accounts)	SEP 1946
34-11	Analysis of Voucher	MAR 1947
<u>Work Sheets, Charts and Graphs</u>		
32-4	Chart (Fiscal Year)	JAN 1948
32-13	Personnel Requirements Work Sheet	JUN 1949
36-54	Space Survey Work Sheet	SEP 1947
36-62	Cargo Work Sheet	DEC 1947
37-34	Medical Statistics Work Sheet	FEB 1947
51-15	Location Chart	SEP 1947
51-66	Chart (Fiscal Year 194)	MAY 1948
51-80	Assessment Cases and Problems	SEP 1949
55-7	Mileage Work Sheet	FEB 1948
56-28	The Daily Report - Master Contents Sheet	MAR 1947
58-8	Editorial Press Work Sheet	APR 1949
60-18	Contact Register Analysis Report	JUL 1948
60-53	Caption Report	SEP 1948
60-55	Graphic Materials Analysis Sheet - Film	APR 1949
75-1 (Test)	Record of Infectious Diseases in Foreign Countries	JUL 1949

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STANDARD FORMS STOCKED IN CIA

FORM NO.

TITLE

SF1	Printing and Binding Requisition
SF2	Lease
SF14	Telegram (7"x8")
SF14	Telegram (8"x10 ¹ / ₂ ")
SF19	Bond of Indemnity
SF23	Contract - Construction
SF25	Performance Bond
SF25a	Payment Bond
SF26	Driver's Report - Accident
SF27	Investigation Officer's Report - Accident
SF28	Claim for Damages - Accident, Motor Transportation
SF32	Contract - Supplies
SF33	Invitation, Bid and Acceptance
SF36	Continuation Sheet for SF31 or SF33
SF39	Request for Certification
SF40	Contract for Telephone Service
SF50	Changes in Civilian Personnel
SF51	Report of Efficiency Rating
SF52	List of Efficiency Ratings
SF57	Application for Federal Employment
SF58	Continuation Sheet for SF57
SF60	Application for Federal Employment (Short Form)
SF61	Oath of Office, Affidavit
SF66	Inquiry Regarding Status, Veteran Preference, and/or Service
SF68	Notice of Official Efficiency Rating
SF71	Application for Leave
SF75	Position Description
SF75a	Guide to Position Classifiers, Employers, Supervisors for the Preparation of Position Descriptions
SF78	Certificate of Medical Examination
SF103	Application for Service Credit
SF105	Obligations, Benefits and Privileges of Membership in the United States Civil Service Retirement System
SF113	Monthly Report of Federal Civilian Employment
SF113a	Quarterly Report of Federal Civilian Employment
SF1012	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel
SF1012a	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel - Memorandum
SF1012b	Schedule of Expenses and Itinerary of Traveler
SF1012c	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel - Continuation Sheet
SF1012d	Receipt for Cash - Subvoucher

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STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
SF101 _{4a}	General Ledger
SF1015a	Allotment Ledger
SF1015b	Allotment Ledger - Copy
SF1016	Distribution Ledger
SF1017g	Journal Voucher
SF1034	Public Voucher for Purchases and Services Other Than Personal
SF1034a	Public Voucher for Purchases and Services Other Than Personal - Memorandum
SF1035	Public Voucher for Purchases and Services Other Than Personal - Continuation Sheet
SF1035a	Public Voucher for Purchases and Services Other Than Personal - Continuation Sheet
SF1036	Statement and Certificate of Award
SF1038	Application for Advance of Funds for Travel Expenses
SF1044	Schedule of Collections
SF1046	Schedule of Transfers - Special Deposits
SF1048	Public Voucher for Refunds - Memorandum
SF1049	Public Voucher for Refunds
SF1050	Public Voucher for Refunds - Memorandum
SF1055	Application for Payment of Amounts Due Deceased or Incompetent Civilian Employees, Officers and Enlisted Men in the Military Service, and Public Creditors of the United States
SF1062	Government Bill of Lading - Extra Sheet
SF1067	Public Voucher for Transportation of Passengers
SF1067a	Public Voucher for Transportation of Passengers
SF1067b	Public Voucher for Transportation of Passengers
SF1067c	Public Voucher for Transportation of Passengers
SF1069	Voucher for Allowances at Foreign Posts of Duty
SF1069a	Voucher for Allowances at Foreign Posts of Duty - Memorandum
SF1070	Schedule for Retirement and Disability Fund Credits
SF1080	Voucher for Transfers between Appropriations and/or Funds
SF1080a	Voucher for Transfers between Appropriations and/or Funds - Memorandum (Disbursement)
SF1080b	Voucher for Transfers between Appropriations and/or Funds - Blue (Collection)
SF1080c	Voucher for Transfers between Appropriations and/or Funds - Green (Collection)
SF1095	Summary Statement of Disbursement and Collections by Appropriation Limitations
SF1096	Schedule of Voucher Deductions
SF1097	Adjustment Voucher to Effect Correction of Errors
SF1097a	Adjustment Voucher to Effect Correction of Errors - Memorandum
SF1098	Schedule of Canceled Checks

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STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
SF1103	U. S. Government Bill of Lading - Original
SF1103a	U. S. Government Bill of Lading - Memorandum
SF1104	U. S. Government Bill of Lading - Shipping Order
SF1105	U. S. Government Freight Waybill - Original
SF1106	U. S. Government Freight Waybill - Carrier's Copy
SF1108	Certificate in Lieu of Lost U. S. Government Bill of Lading - Original
SF1108a	Certificate in Lieu of Lost U. S. Government Bill of Lading - Memorandum
SF1113	Public Voucher for Transportation Charges
SF1113a	Public Voucher for Transportation Charges - Memorandum
SF1116	Statement of General Accounts Balances
SF1117	Schedule of Balances Showing Status of Appropriations
SF1118	Statement of Apportionments and Allotment Accounts by Appropriations
SF1128	Pay Roll for Personal Services
SF1128a	Pay Roll for Personal Services - Memorandum
SF1129	Voucher for Petty Purchases
SF1129a	Voucher for Petty Purchases - Memorandum
SF1129b	Voucher for Petty Purchases - Continuation Sheet
SF1129c	Voucher for Petty Purchases - Continuation Sheet (Memorandum)
SF1130	Time and Attendance Report
SF1137	Leave Record

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CIVIL SERVICE FORMS STOCKED IN CIA

FORM NO.	TITLE
CS12	Proof of Residence
CS1769	Affidavit as to Members of Family in Government Service
CS2803	Individual Retirement Record
CS2806-1	Designation, Change or Revocation of Beneficiary
CS2806-3	Notice of Correction of Individual Retirement Record
CS2807	Register of Separations and Transfer
CS2807-1	Register of Adjustments
CS2807-2	Annual Summary of Retirement Fund Transactions
CS3000	Retirement Death Claim
CS3001	Application for Retirement Annuity
CS3002	Application for Retirement on Account of Disability
CS3005	Application for Refund of Retirement Deductions

MISCELLANEOUS FORMS STOCKED IN CIA

Treasury Department Forms

W-4	Employee's Withholding Exemption Certificate
1737	Bond Issuance Schedule - United States Savings Bonds - Series E
1737a	Bond Issuance Schedule - United States War Savings Bonds - Series E
6569	Power of Attorney by Individual for the Collection of Checks Drawn on the Treasurer of the United States

Department of the Army Forms

AGO-WD17	Requisition for Publications and Blank Forms
WD43	Individual Earnings Record
WD44	Pay Roll for Personal Services (Civilian Employees)
WD44a	Pay Roll for Personal Services - Continuation Sheet
WD44b	Pay Roll for Personal Services - Memorandum
WD44c	Pay Roll for Personal Services - Memorandum - Continuation Sheet
WD58	Pay Roll Change Slip
WD60	Pay Roll Certification Control
WD61	Individual Earnings Records Summary Control
WD62	War Savings Bonds Control

Federal Works Agency Forms

10-292	Request for Work to be Performed
RM68	Property Pass

Government Printing Office Forms

R2390	Order for Standard Forms or Supplies
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R E S T R I C T E D

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

12 January 1950

25X1A

SUBJECT: Forms Control and Standardization

1. There is furnished herewith Amendment No. 1 to the Appendix
of Administrative Instruction [REDACTED] dated 14 December 1949.

2. This Amendment contains changes, deletions and additions to
the functional list of approved CIA forms covering the period 1 November
through 31 December 1949.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Captain, USN
Executive

DISTRIBUTION: A.

mc

gjh

R E S T R I C T E D

R E S T R I C T E D

25X1A

Amendment No. 1 to Appendix of Administrative Instruction [REDACTED]

Page No. 1

Accounting, Accounts and Audits

Insert ahead of 33-16:

28-101	No Title - Letter No. 1	NOV 1949
28-102	No Title - Letter No. 2	NOV 1949
28-103	No Title - Letter No. 3	NOV 1949

Insert after 33-18:

33-26	Capital Transfers Affecting Washington	DEC 1949
33-32	Cash Journal	NOV 1949
33-34	Inter Foreign Office Capital Transfers - Yellow	DEC 1949
33-34	Inter Foreign Office Capital Transfers - Pink	DEC 1949
33-34	Inter Foreign Office Capital Transfers - Green	DEC 1949

Insert after 34-104:

36-63	Monetary Value Record	NOV 1949
-------	-----------------------	----------

Action

Change edition dates of 37-1 and 37-3 to NOV 1949.

Allotments and Allocations

Change edition dates of 59-5 to NOV 1949.

Page No. 2

Applicants, Applications, Appointments, Personnel and Personal Data

Insert after 37-58:

37-73	Daily Log of Personnel Actions	DEC 1949
37-74 (EST)	Qualifications Review	DEC 1949
37-75	Entrance on Duty Record	DEC 1949
37-112	Letter of Availability	DEC 1949

Change edition date of 38-1A to DEC 1949.

Insert after 51-24:

51-82	Trait Analysis	NOV 1949
51-83	Assessment Request	NOV 1949
51-84	Evaluation Sheet	NOV 1949

-1-

R E S T R I C T E D

R E S T R I C T E D

Page No. 2 (cont)

Charge-Out and Filing Services

Change edition date of 35-28 to NOV 1949.

Page No. 3

Coding

Change edition date of 60-47 to NOV 1949.
Change edition date of 60-66 to NOV 1949.

Page No. 4

Control and Follow-Ups

Delete 30-5.

Insert after 32-12 - Blue:

32-12 Position Control - Yellow JUL 1949

Change edition date of 36-15 to NOV 1949.

Insert after 36-89:

36-90 Monthly Abstract of Issues of Gasoline, NOV 1949
Oil and Operating Supplies

Change edition date of 37-15 - White to DEC 1949.

Page No. 5

Control and Follow-Ups (cont)

59-1 No Title - OPC Project Control DEC 1949

Change edition date of 60-65 to NOV 1949.

Insert after 60-68:

70-11 Portable Map Catalog Card NOV 1949

Change edition date of 70-41 to NOV 1949.

Change edition date of 70-47 to DEC 1949.

Page No. 6

Examinations and Tests

Change edition date of 37-46 to NOV 1949.

-2-

R E S T R I C T E D

R E S T R I C T E D

Page No. 6 (cont)

File Slips

Change edition date of 38-62 to DEC 1949.

Page No. 7

Information Requests, Reports and Records

Change edition date of 51-4A to NOV 1949.

Change edition date of 51-4A-1 to NOV 1949.

Change edition date of 58-7 to NOV 1949.

Page No. 8

Instructions

Insert after 29-5:

30-15 Project Assignment Sheet DEC 1949

Inventories

Insert after 36-83:

36-91 Inventory Count Slip NOV 1949

Logs and Registers

Change edition dates of 35-19 and 35-42 to NOV 1949.

Page No. 9

Logs and Registers

Change edition date of 51-52 to DEC 1949.

Mail, Courier and Messenger

Change 35-10 to read as follows:

35-10 Envelope Receipt NOV 1949

Medical

Change 37-27 to read as follows:

37-27 Monthly Report of Treatments NOV 1949

ILLEGIB

R E S T R I C T E D

R E S T R I C T E D

Page No. 9 (cont)

Medical (cont)

Insert after 37-56A:

37-57 Physical Qualification Record NOV 1949

Insert after 37-66:

37-72 Request for Medical Examination and/or Immunization NOV 1949

Page No. 10

Orders

Change edition date of 33-28 to DEC 1949.

Page No. 11

Pay Roll and Time Records

Change 36-57 to read as follows:

36-57 Driver's Daily Time Sheet NOV 1949

Production

Insert ahead of 37-68:

30-14 Management Improvement Project Report NOV 1949
(TEST)

Receipts and Receiving

Change edition date of 35-3 to DEC 1949.

Change 35-10 to read as follows:

35-10 Envelope Receipt NOV 1949

Page No. 12

Receipts and Receiving

Insert after 36-67:

36-93 Delivery Ticket and Receipt NOV 1949

Change edition date of 60-65 to NOV 1949.

Reference Index

Delete 29-20.

R E S T R I C T E D

Page No. 13

Requirements

Change edition date of 70-47 to DEC 1949.

Insert after 70-47A:

70-49 Intelligence Information Requirements NOV 1949

Page No. 14

Routing, Signature and Memo Sheets and Slips

Delete 15-1

Change edition date of 37-9 to DEC 1949.

Insert after 51-23:

51-85 Research Materials Routing Slip DEC 1949

Change 55-5 to read as follows:

55-5 Internal Routing Slip - 00 DEC 1949

Page No. 15

Status

Change edition date of 37-35 to DEC 1949.

Surveys, Studies, Investigations and Inspections

Insert after 32-14:

35-67 Shop Inspection Report DEC 1949

Change edition date of 36-18 Non-SO, to NOV 1949.

Change edition date of 38-24B to DEC 1949.

Change edition date of 38-48 to NOV 1949.

Change edition date of 38-48A to NOV 1949.

Page No. 16

Telecommunications

Change edition date of 35-36, White (Tissue), to NOV 1949.

Insert after

-5-

R E S T R I C T E D

R E S T R I C T E D

Page No. 16 (cont)

Telecommunications (cont)

Insert after 35-50:

35-60	Message Form - White	NOV 1949
35-60	Message Form - Blue	NOV 1949
35-60	Message Form - Yellow	NOV 1949
35-61	Incoming Cable - Pink	NOV 1949
35-62	Outgoing Cable - White	NOV 1949
35-63	Incoming Message - Green	NOV 1949
35-64	Outgoing Message - Blue	NOV 1949
35-65	Incoming Message - White	NOV 1949
35-66	Outgoing Message - Yellow	NOV 1949

Insert after 36-65:

36-109 No Title - Request for Telephone Statement Certification DEC 1949

Page No. 17

Telecommunications

Change 56-55 by deleting "Seats" and substituting "Sheets".

Training

Change edition date of 51-1 to DEC 1949.

Change edition date of 51-16 to NOV 1949.

Change edition date of 51-16 - Tissue to NOV 1949.

Transfers

Insert after 33-3:

33-26 Capital Transfers Effecting Washington DEC 1949

Page No. 18

Transmittals

Insert ahead of 33-101:

33-33 No Title - Pay Roll Check Mailing Slip NOV 1949

Travel, Transportation and Shipping

Change edition date of 33-28 to DEC 1949.

R E S T R I C T E D

Page No. 19

Vouchers

Change 33-10 to read as follows:

33-10 Confidential Funds Posting Voucher NOV 1949

Insert after 33-17:

33-31 Transportation Voucher - Confidential
Funds NOV 1949

Work Sheets, Charts and Graphs

Insert after 36-62:

36-92 Transportation Work Sheet NOV 1949

Insert after 60-55:

60-73 Graphics Register Analysis Sheet -
Personalities NOV 1949

STATINTL

[redacted] - 27 May 1948

3 June 1948.
OK
WJ

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [redacted]

SUBJECT: CIA Forms.

STATINTL

Rescinds Administrative Instruction [redacted] dated 3 October 1947

1. Requests for new and revised forms should be submitted to the Executive for Administration and Management on Form No. 30-11, "Request for Approval of Forms" (see attachment), together with draft of proposed form and "Reproduction Requisition," Form No. 36-2. "Requests for Supplies, Equipment or Services," Form No. 36-7, will be used in lieu of Form No. 36-2 when procurement is to be made from outside sources.
2. Assistant Directors and Staff Chiefs are responsible for insuring appropriate coordination prior to submission of proposed forms for final action. This coordination should provide for maximum utilization and standardization for intra-office or intra-agency use, including elimination of unnecessary or essentially duplicate forms.
3. The Management Branch, A&M, will provide procedural and format assistance in development and utilization of proposed forms.
4. Requests for forms stocked by Services Branch, A&M, will be submitted directly to the Supply Division, Services Branch, on Form No. 36-7.
5. All offices which maintain an exclusive inventory of forms will submit Form No. 36-2 or No. 36-7, as appropriate, to the Management Branch, A&M, when reordering such forms.
6. Two finished copies of all new or revised forms will be forwarded to the Management Branch by:

- a. Reproduction Division, Services Branch - when forms are reproduced within CIA.
- b. Supply Division, Services Branch - when forms are obtained from outside sources for central stocking within CIA.
- c. Using Offices - when Forms are ordered from outside sources and stocked only within the using office.

FOR THE BCI:

LTS

R E S T R I C T E D

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Classified -
Controlled by

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

12 Jan [REDACTED]

SUBJECT: Forms Control and Standardization

25X1A

25X1A

1. There is furnished herewith Amendment No. 1 to the Appendix
of Administrative Instruction No. [REDACTED] dated 14 December 1949.

25X1A

2. This Amendment contains changes, deletions and additions to
the functional list of approved CIA forms covering the period 1 November
through 31 December 1949.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Captain, USN //
Executive

DISTRIBUTION: A.

R E S T R I C T E D

R E S T R I C T E D

Amendment No. 1 to Appendix of Administrative Instruction [REDACTED]

25X1A

Page No. 1

Accounting, Accounts and Audits

Insert ahead of 33-16:

28-101	No Title - Letter No. 1	NOV 1949
28-102	No Title - Letter No. 2	NOV 1949
28-103	No Title - Letter No. 3	NOV 1949

Insert after 33-18:

33-26	Capital Transfers Affecting Washington	DEC 1949
33-32	Cash Journal	NOV 1949
33-34	Inter Foreign Office Capital Transfers- Yellow	DEC 1949
33-34	Inter Foreign Office Capital Transfers- Pink	DEC 1949
33-34	Inter Foreign Office Capital Transfers- Green	DEC 1949

Insert after 34-104:

36-63	Monetary Value Record	NOV 1949
-------	-----------------------	----------

Action

Change edition dates of 37-1 and 37-3 to NOV 1949.

Allotments and Allocations

Change edition dates of 59-5 to NOV 1949.

Page No. 2

Applicants, Applications, Appointments, Personnel and Personal Data

Insert after 37-58:

37-73	Daily Log of Personnel Actions	DEC 1949
37-74 (TEST)	Qualifications Review	DEC 1949
37-75	Entrance on Duty Record	DEC 1949
37-112	Letter of Availability	DEC 1949

Change edition date of 38-1A to DEC 1949.

Insert after 51-24:

51-82	Trait Analysis	NOV 1949
51-83	Assessment Request	NOV 1949
51-84	Evaluation Sheet	NOV 1949

-1-

R E S T R I C T E D

~~RESTRICTED~~

Page No. 2 (cont)

Change-Out and Filing Dovicos

Change edition date of 35-28 to NOV 1949.

Page No. 3

Coding

Change edition date of 60-47 to NOV 1949.

Change addition date of 60-66 to NOV 1949.

Page No. 4

Control and Follow-Ups

Delete 30-5.

Insert after 32-12 - Blue:

32-12 Position Control - Yellow JUL 1949

Change edition date of 36-15 to NOV 1949.

Insert after 36-89:

36-90 Monthly Abstract of Issues of Gasoline, NOV 1949
Oil and Operating Supplies

Change edition date of 37-15 - White to DEC 1949.

Page No. 5

Control and Follow-Ups (cont)

59-1 No Title - OPC Project Control DEC 1949

Change edition date of 60-65 to NOV 1949.

Insert after 60-68:

70-11 Portable Map Catalog Card NOV 1949

Change edition date of 70-41 to NOV 1949.

Change edition date of 70-47 to DEC 1949.

Page No. 6

Examinations and Tests

Change edition date of 37-46 to NOV 1949.

-2-

~~RESTRICTED~~

R E S T R I C T E D

Page No. 6 (cont)

File Slips

Change edition date of 38-62 to DEC 1949.

Page No. 7

Information Requests, Reports and Records

Change edition date of 51-4A to NOV 1949.

Change edition date of 51-4A-1 to NOV 1949.

Change edition date of 58-7 to NOV 1949.

Page No. 8

Instructions

Insert after 29-5:

30-15 Project Assignment Sheet DEC 1949

Inventories

Insert after 36-83:

36-91 Inventory Count Slip NOV 1949

Logs and Registers

Change edition dates of 35-19 and 35-42 to NOV 1949.

Page No. 9

Logs and Registers

Change edition date of 51-52 to DEC 1949.

Mail, Courier and Messenger

Change 35-10 to read as follows:

35-10 Envelope Receipt NOV 1949

Medical

Change 37-27 to read as follows:

37-27 Monthly Report of Treatments NOV 1949

-3-

R E S T R I C T E D

R E S T R I C T E D

Page No. 9 (cont)

Medical (cont)

Insert after 37-56A:

37-57 Physical Qualification Record NOV 1949

Insert after 37-66:

37-72 Request for Medical Examination and/or Immunization NOV 1949

Page No. 10

Orders

Change edition date of 33-28 to DEC 1949.

Page No. 11

Pay Roll and Time Records

Change 36-57 to read as follows:

36-57 Driver's Daily Time Sheet NOV 1949

Production

Insert ahead of 37-68:

30-14 Management Improvement Project Report NOV 1949
(TEST)

Receipts and Receiving

Change edition date of 35-3 to DEC 1949.

Change 35-10 to read as follows:

35-10 Envelope Receipt NOV 1949

Page No. 12

Receipts and Receiving

Insert after 36-67:

36-93 Delivery Ticket and Receipt NOV 1949

Change edition date of 60-65 to NOV 1949.

Reference Index

Delete 29-20.

-4-

R E S T R I C T E D

R E S T R I C T E D

Page No. 13

Requirements

Change edition date of 70-47 to DEC 1949.

Insert after 70-47A:

70-49 Intelligence Information Requirements NOV 1949

Page No. 14

Routing, Signature and Memo Sheets and Slips

Delete 15-1

Change edition date of 37-9 to DEC 1949.

Insert after 51-23:

51-85 Research Materials Routing Slip DEC 1949

Change 55-5 to read as follows:

55-5 Internal Routing Slip - 00 DEC 1949

Page No. 15

Status

Change edition date of 37-35 to DEC 1949.

Surveys, Studies, Investigations and Inspections

Insert after 32-14:

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Change edition date of 38-24B to DEC 1949.

Change edition date of 38-48 to NOV 1949.

Change edition date of 38-48A to NOV 1949.

Page No. 16

Telecommunications

Change edition date of 35-36 White (Tissue) to NOV 1949.

R E S T R I C T E D

Page No. 16 (cont)

Telecommunications (cont)

Insert after 35-50:

35-60	Message Form - White	NOV 1949
35-60	Message Form - Blue	NOV 1949
35-60	Message Form - Yellow	NOV 1949
35-61	Incoming Cable - Pink	NOV 1949
35-62	Outgoing Cable - White	NOV 1949
35-63	Incoming Message - Green	NOV 1949
35-64	Outgoing Message - Blue	NOV 1949
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Insert after 36-65:

36-109 No Title - Request for Telephone Statement Certification DEC 1949

Page No. 17

Telecommunications (cont)

Change 56-55 by deleting "Seats" and substituting "Sheets".

Training

Change edition date of 51-1 to DEC 1949.

Change edition date of 51-16 to NOV 1949.

Change edition date of 51-16 - Tissue to NOV 1949.

Transfers

Insert after 33-3:

33-26 Capital Transfers Effecting Washington DEC 1949

Page No. 18

Transmittals

Insert ahead of 33-101:

33-33 No Title - Pay Roll Check Mailing Slip NOV 1949

Travel, Transportation and Shipping

Change edition date of 33-28 to DEC 1949.

R E S T R I C T E D

Page No. 19

Vouchers

Change 33-10 to read as follows:

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Insert after 33-17:

33-31 Transportation Voucher - Confidential
Funds NOV 1949

Work Sheets, Charts and Graphs

Insert after 36-62:

36-92 Transportation Work Sheet NOV 1949

Insert after 60-55:

60-73 Graphics Register Analysis Sheet -
Personalities NOV 1949

25X1A

JAN 17 1950

R E S T R I C T E D

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Feb
25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

12 January 1950

SUBJECT: Forms Control and Standardization

25X1A

1. There is furnished herewith Amendment No. 1 to the Appendix of Administrative Instruction [REDACTED] dated 14 December 1949.

2. This Amendment contains changes, deletions and additions to the functional list of approved CIA forms covering the period 1 November through 31 December 1949.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Captain, TSN //
Executive

DISTRIBUTION: A.

R E S T R I C T E D

R E S T R I C T E D

Amendment No. 1 to Appendix of Administrative Instruction [REDACTED]

25X1A

Page No. 1

Accounting, Accounts and Audits

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Change edition dates of 37-1 and 37-3 to NOV 1949.

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Page No. 2

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51-84	Evaluation Sheet	NOV 1949

R E S T R I C T E D

Page No. 2 (cont)

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Page No. 3

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Delete 30-5.

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Page No. 6

Examinations and Tests

Change edition date of 37-46 to NOV 1949.

R E S T R I C T E D

Page No. 6 (cont)

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Page No. 7

Information Requests, Reports and Records

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-3-

R E S T R I C T E D

R E S T R I C T E D

Page No. 9 (cont)

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Insert after 37-56A:

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Page No. 11

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Receipts and Receiving

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-4-

R E S T R I C T E D

R E S T R I C T E D

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R E S T R I C T E D

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Telecommunications (cont)

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Personalities NOV 1949